

Undergraduate Student Research Travel Request Guidelines

Kent State undergraduate students who are presenting the results of their research or creative work at a regional, national, or international conference may request financial support to defray the cost of conference attendance. In addition, KSU undergraduates who are not presenting but wish to attend a conference to learn more about research and networking may also apply.

Funding for students from the Office of Student Research will be \$500 for student presenters and \$250 for non-presenters. Students must provide documentation that they are presenting or attending a conference.

Funds will be available during the Fall and Spring semesters as well as the Summer terms. Allocation of funds will take place according to the following distribution: 33% for Fall semester (conferences held between beginning of fall semester and beginning of spring semester), 50% for Spring semester (conferences held between the beginning and end of Spring semester); and 17% during the summer terms (end of Spring semester through the beginning of fall semester).

Undergraduates requesting travel funds must complete the 'Request for Undergraduate Research Travel Request Form'. Students should work with their faculty mentor in completing the application. Once the application is complete (including faculty letter of support and signature), the student should submit the application to the Office of Student Research for review. Applications should be submitted at least 14 days prior to travel.

Students may use their travel award prior to traveling to pay for registration fees, lodging, travel expenses, etc. Students, upon their return, must provide documentation of conference attendance.

Questions can be directed to the Office of Student Research, 207 Schwartz Center, 330-672-0837 or agosky@kent.edu.

Students must be in good standing with the University and may receive awards only once each year. Students awarded funds are **strongly** encouraged to participate in the *Undergraduate Symposium on Research, Scholarship and Creative Activity*.