

URS Conference Grant Student Application

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Student Information

- First Name _____
 - Last Name _____
 - Duke Unique ID (begins with 0 or 1)

 - Student ID (begins with 2) _____
 - First Major _____
 - Duke E-Mail _____
 - Expected Graduation Date (MM/YYYY)

-

Duke Faculty Mentor Information *An email will automatically be sent to your mentor after submitting this application asking them to complete a recommendation form. Please take the responsibility to make sure that they received the email, and be careful to enter the CORRECT email for your mentor.*

- Duke Mentor First Name _____
 - Duke Mentor Last Name _____
 - Duke Mentor Email _____
-



Faculty Mentor Department

▼ African & African American Studies ... other department...

If other department

Conference or Meeting Information

Applications must be submitted within the semester that the conference takes place. For Fall 2021, this is between August 23 and December 23, 2021.

- Name of Meeting _____
- Sponsoring Organization _____
- Start Date (MM/DD/YYYY) _____
- End Date (MM/DD/YYYY) _____
- Link to meeting website _____

Attendance of conferences or meetings, and the award of a URS conference grant, does not 'officially' absences from class or missed deadlines. For this reason, conference awards are rarely made for more than three days of missed classes. Before you apply, check on your syllabi and with your instructors to ensure that your conference will not adversely affect your coursework.

- I understand that award of a conference grant will not excuse me from classes and verify that my travel dates will not adversely affect my course work.*

How will you be participating in the conference/meeting?

- Attending
 - Presenting Research and Attending
-

How is the conference being held?

- Virtual
 - In-person
-

Display This Question:

If How is the conference being held? = In-person

Review current Duke travel policies (see [Duke Global Administrative and Travel Support](#)). If you have questions about this policy or your location, please contact globaltravel@duke.edu.

Do you have the required permissions, and have you followed the required steps for Duke-funded travel to the location in which this conference is being held?

- Yes.
-

Display This Question:

If How is the conference being held? = In-person

As the pandemic continues to unfold, travel permissions may change rapidly. In the event that Duke University restricts Duke-funded travel, URS may not be able to reimburse travel costs. We will, however, continue to reimburse virtual conference fees. Contact the URS Office (ursoffice@duke.edu) if you have questions about this policy.

- I understand that I must reach out to the URS Office if travel conditions change.
-

Display This Question:

If How is the conference being held? = In-person

In-Person Conference Location Information

City _____

State _____

Country _____

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Presentation Information

Title of presentation

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Paste a copy of your abstract text here

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Do any of the following apply to you or your project?

Please select all that apply.

- Energy Related Project
- COVID-19 Related Project
- Pratt Student
- Trinity Student
- Community-Engaged Research
- Humanities Research
- Global Health
- Bass Connections Project

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Was this research done as part of a course or a summer program or both?

- Research in a course or Independent Study
- Research in a Summer program
- Both
- Other _____

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Will you present an oral presentation or poster?

- Oral presentation
- Poster
- Oral presentation and poster

Display This Question:

If How will you be participating in the conference/meeting? = Attending



How will attending this conference contribute to your academic career at Duke? (1,500 characters max)

Display This Question:

If How will you be participating in the conference/meeting? = Attending

Which conference sessions are you most interested in attending? List 3.

Display This Question:

If How will you be participating in the conference/meeting? = Attending

How did you learn about this conference?

Display This Question:

If How is the conference being held? = Virtual

Virtual Conference Budget Information

Virtual Conference Registration Fee

Required Membership Fees (If applicable)

Budget Total

Display This Question:

If How is the conference being held? = In-person

In-Person Conference Budget Information Itemize the expected cost of travel (airfare, ground, bus, etc.), lodging, registration fee, meals, etc. **Make certain you keep all receipts for reimbursement.**

Note: Meals and poster printing costs are not covered.

- Airfare _____
- Ground transportation _____
- Lodging _____
- Registration Fees _____
- Required Membership Fees (If applicable)

- Other _____
- Other _____
- Budget Total _____

Please list other confirmed funding sources and allocated amounts. Listing other funding sources will not disqualify you from receiving the URS Conference Grant.

Example: Physics Department will cover \$150 of the registration fee, and I'd like to use this grant to cover the other \$300.

If a third-party will be covering expenses to be reimbursed if you receive the grant, please include specific information on what they will be paying for. Be prepared to provide details on who must be reimbursed. We will need receipts from that person matching the itemized costs listed here.

Example: My PI will cover my membership fee, and I'll use my URS funds to reimburse my PI.

Display This Question:

If How will you be participating in the conference/meeting? = Attending

Agreement

If awarded a conference grant,

For the safety and wellness of our community, I agree to adhere to the [Duke Compact](#) and Workplace rules and regulations; Finally, I understand that I must submit receipts to the URS office via email at ursoffice@duke.edu within one month of return. If I fail to do that, I understand that I may not receive my reimbursement.

Check this box to confirm you are a Duke University student and that you agree to the terms detailed above.

Display This Question:

If How will you be participating in the conference/meeting? = Presenting Research and Attending

Agreement

If awarded a conference grant, I agree to give a poster presentation of my project at Visible Thinking, Duke's Undergraduate Research Symposium in April; For the safety and wellness of our community, I agree to adhere to the [Duke Compact](#) and Workplace rules and regulations; Finally, I understand that I must submit receipts to the URS office via email at ursoffice@duke.edu within one month of return. If I fail to do that, I understand that I may not receive my reimbursement.

Check this box to confirm you are a Duke University student and that you agree to the terms detailed above.

End of Block: Travel Grant Application
