Conference Grant Application - Spring 2024

Please fill out the following information to apply for a URS Conference Grant. Please be sure you have read our updated policies and procedures for conference grants applications outlined on the URS website. This Conference Grant will cover up to $500 of your expenses. We are unable to offer a higher amount at this time, regardless of the cost and location of the conference.

Student Information

First Name

Last Name

Duke Unique ID (begins with 0 or 1)

[blank input box]

Student ID (begins with 2)

[blank input box]

First Major

[blank input box]

Duke E-Mail

[blank input box]

Expected Graduation Date (MM/YYYY)

[blank input box]

Duke Faculty Research Mentor Information

An email will automatically be sent to your mentor after submitting this application asking them to complete a form to endorse/recommend that you attend this conference. Please take the responsibility to make sure that they received the email, and be careful to enter the CORRECT email for your mentor. If you have multiple mentors, please choose one to provide the required support information.

*Please note: This recommendation must come from a faculty mentor, not a graduate student or post-doc.

Duke Mentor First Name

Duke Mentor Last Name

Duke Mentor Email

Faculty Mentor Department

African & African American Studies

If other department

Are you a Pratt School of Engineering student?

Yes

No

Conference or Meeting Information

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' excuse 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 speak 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 Only

Presenting Research and Attending

Is this conference related to research you are currently doing?

 I am currently doing research related to this conference but am choosing not to present

I'm currently doing research but not on anything related to this conference.

I'm not currently doing research at all

Has your abstract already been accepted?

Yes

Not yet

When do you expect to hear about your abstract submission and will this affect your desire to attend the conference? Please explain.

How will you be attending this conference?

Virtual

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.

In-Person Conference Location Information

City

State

Country

Presentation Information

Title of presentation

Please select all that apply to you or your project:

STEM Research

Social Sciences Research

Humanities Research

Community-Engaged Research

Global Health Research

Bass Connections Project

Energy Related Project

COVID-19 Related Project

Indicate how and when this research was done (check all that apply)

Research in a course or Independent Study

Research in a Summer program

Research done during work study or paid assistantship

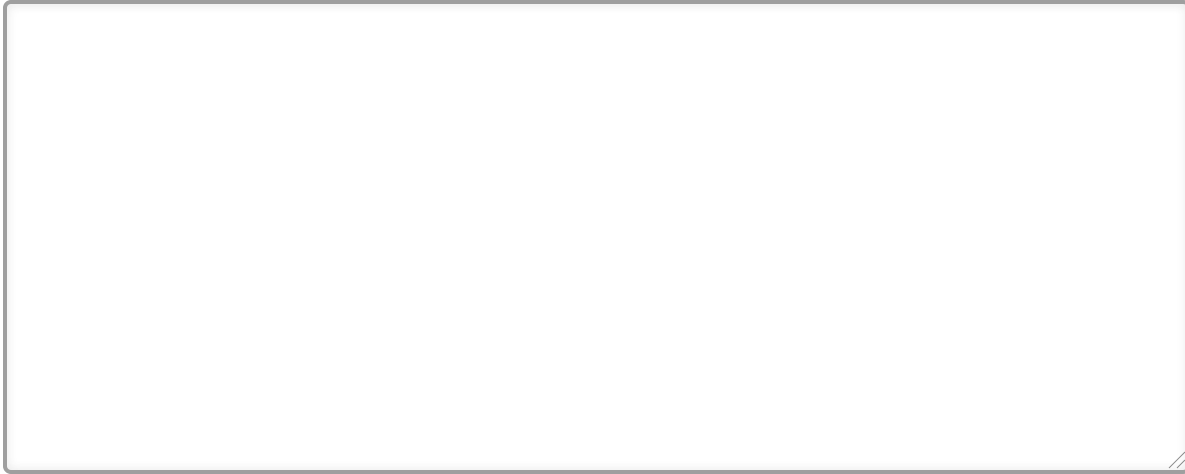Research while volunteering

Other

Will you present an oral presentation/performance or poster?

Oral presentation or performance

Poster

Oral presentation/performance and poster

How will attending this conference contribute to your academic goals and professional development? (1,500 characters max)

Conference Budget Information

This is meant to make sure you understand all of the costs associated with attending a conference. Even if you have a plan for covering all of the costs, please itemize the expected cost of travel (airfare, ground, bus, etc.), lodging, registration fee, meals, poster printing, etc. You are required to outline all expenses. Failure to indicate full costs of the conference will void your application. The URS conference grant does not cover all of the expenses that are required to attend a conference, so it's important to demonstrate that you've thought through your expenses and considered the resources that you have available to you. Later, you will be asked to list your other sources of funding.

Airfare

[text entry box]

Ground transportation

[text entry box]

Lodging

[text entry box]

Registration Fees

[text entry box]

Required Membership Fees (If applicable)

[text entry box]

Poster printing (if applicable)

[text entry box]

Meals

[text entry box]

Other

[text entry box]

Budget Total

[ ]

Please list other confirmed funding sources and allocated amounts to demonstrate how you have thought through your expenses and considered the resources you have available. *This may be other grants, your mentor's resources, your own pocket, etc.*

[ ]

This conference grant can be used to have URS pay directly for registration or travel costs (if less than $500) or can be used for reimbursement after the conference takes place. The maximum conference grant award from URS is $500.

Please indicate if you would like to work with URS Program Coordinator Leah Wills to have URS pay for registration/travel costs directly or work with her to be reimbursed.

Direct payment by URS

Reimbursement

A combination of both

Agreement

If awarded a conference grant,

- I agree to give a poster presentation of my project at 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;
- I understand that I must submit a reflection to the URS office via a link they provide in the award letter within two weeks after the conference;
- Finally, I understand that if URS pays for registration fees or airfare for me to attend the conference I must actually attend the conference.
- Failure to adhere to any of this agreement will mean that I am not be eligible for any future funding from URS, including conference grants, independent study grants, assistantship grants, or Deans Summer Research Fellowship.

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

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