

Description

The University Honors Program Travel Awards enable UHP students to participate in unique opportunities related to research and scholarship in their discipline. This includes, but is not limited to, the following:

1. Travel to present research at national and international professional meetings;
2. Travel to participate in interviews that are part of the competition for prestigious scholarships and fellowships;
3. Travel related to independent research activities.

Eligibility

- Currently enrolled NC State University Honors Program students in good standing are eligible to apply.¹
- Students must be enrolled as full-time NC State students.
- Travel must be completed before students graduate from NC State.
- Priority is given to students who have not earned a prior Travel Fellowship.
- Students may only apply for Travel Fellowships once per academic year.
- Students may only win the Travel Fellowship a maximum of two times.

Selection criteria

Priority is given to applications in which participation in the event, conference or experience will further the applicants long-term goals, as well as advance the UHP mission of research and scholarship in the discipline. We particularly invite creative and original proposals.

Award

Students should apply for the total amount of support required for travel, keeping in mind that awards typically do not exceed \$1,000. Students are therefore actively encouraged to seek additional sources of funding and include those awards in their projected budget. Awards are determined based on the student's projected expenses, as estimated in the projected budget submitted in the application. Awards may be used in conjunction with other fellowships, scholarships, and grants, but the total amount of support may not exceed the applicant's projected expenses. Awards may be less than the amount requested. Funding

¹ "Good standing" means a GPA of 3.25 or above, not being on UHP probation, and having satisfied the relevant reporting and program continuation deadlines.

may be used for a variety of purposes including, but not limited to: airfare, lodging expenses, and conference registration fees.

Application procedure

Please submit the following (together, in hard copy) to the University Honors Program front desk, 219 Clark Hall no later than **three weeks prior to the proposed travel date**. Under extenuating circumstances, exceptions to this deadline may be granted. In this case, the student should contact the UHP Director, Mr. Sean M. Cassidy (smcassid@ncsu.edu) directly and immediately.

1. An application cover sheet;
2. A statement of no more than 1,250 words, describing the nature of your travel, its relevance to your long-term goals, and how it will advance the mission of the University Honors Program;
3. Faculty reference;
 - a. If requesting funds **for fellowship travel**, please submit the Fellowship Advisor Certification;
 - b. If requesting funds **for conference presentation travel**, please submit the Conference Travel Certification;
 - c. If requesting funds **to conduct independent research**, please submit one letter of recommendation from a North Carolina State University faculty member using the Faculty Referee Guidelines;
4. A copy of your curriculum vitae;
5. A projected budget of anticipated expenses, including other sources of funding;
6. A signed copy of the Travel Award expectations.



UHP Travel Awards

Application Cover Sheet

Student Information

Name: _____ Email Address: _____

ID Number: _____ Major(s): _____

Anticipated Graduation Date: _____ GPA: _____

Type of award for which you are applying:

- Conference Travel
- Fellowship Travel
- Independent Research
- Other: _____

Travel destination: _____

Travel dates: _____

Total amount requested from UHP travel award: _____

Have you received or applied for other scholarships, fellowships, or grants to fund this project?
 Yes No

If "yes," list which one(s) and the amount for which you applied or received:

Please list any campus scholarship programs in which you are involved (e.g. Park, Caldwell, Jefferson, etc...)



UHP Travel Awards

Projected Budget

Projected Expenses¹

| Description | Expense | Amount requested |
|-------------|---------|------------------|
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Additional Grants or Fellowships Received

| Source | Description | Income |
|--------|-------------|--------|
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| | Expenses | Outside funds | Amount requested |
|----------------------|----------|---------------|------------------|
| Total amounts | | | |

¹ Students should do their best to reasonably estimate travel costs, knowing that actual expenses may vary.

Please submit this form in hard copy to the UHP Office, 219 Clark Hall, Campus Box 8610



UHP Travel Awards

Expectations, Terms, and Conditions

Description

Funding is contingent upon meeting the following expectations. Please initial next to each statement and include your full signature at the bottom.

1. I will participate in appropriate publicity regarding the award, which may include writing a summary of my experience for the UHP website, participating in a media article, offering a formal presentation, and/or attending a formal reception. _____
2. I will submit a personal, handwritten or signed thank you letter and photo to the financial benefactor, within three weeks of completing my travel. _____
3. I will submit a typed, follow-up report of my experience, which will include a brief summary of my travel and a statement of how it will benefit my goals within three weeks of completing my travel. The report will be approximately 1,000 words in length. _____
4. If I encounter any unexpected obstacles which may require changing any aspect of my proposed project, I will inform the University Honors Program as soon as possible about those obstacles and changes. _____
5. I understand that the University Honors Program reserves the right to make changes to my proposed travel choices, including airlines, flight schedules, hotel choices, etc...in order to minimize travel costs. _____
6. Following my travel, I will complete all necessary paperwork as requested by the University Honors Program and the Office of Financial Aid. _____
7. If the travel award does not cover the entire cost of my travel, I will seek additional funds. If I am unable to complete my travel, I understand I am financially liable for reimbursing the UHP for any costs it may have incurred. _____

I am willing to abide by these expectations:

Signature _____ Date _____

Student Information

Name: _____

Email: _____

Conference Information

Society name: _____

Meeting location: _____

Registration deadline: _____

Presentation/paper status: Accepted to present Waiting on acceptance Not presenting

Presentation/paper title: _____

Faculty Mentor Signature

I hereby certify that the student listed above is a presenting author requiring travel to the
aforementioned location to present his/her research.

Faculty name (printed): _____

Faculty home department: _____

Signature: _____ Date: _____

UHP Travel Awards

Faculty Referee Guidelines

Description

Dear Referee:

Thank you for writing a reference for the University Honors Program Travel Awards. We appreciate your candid opinion for each of the following items. Your evaluation will be confidential, intended for use only by the review committee, and will not be released to the applicant.

Please evaluate the applicant based on the following categories:

- Academic ability
- Creativity and motivation
- Potential for impact in their field
- Ability to benefit from the proposed travel

Your letter may either be returned to the applicant in a sealed envelope, with your signature across the seal, or may be attached to an email and sent to Mr. Sean M. Cassidy smcassid@ncsu.edu.