



Presentation Award
ROLLING DEADLINE

University Heights South, Suite 009
four@uvm.edu 656-5533

Official Use Only Submission Date:

STUDENT INFORMATION

Name:	Student #: 95 (This will be used to access your transcript)
Local Address:	NetID:
Major(s):	Phone:
College(s):	GPA:
I have received prior FOUR funding:	Year (1 st , Soph, Junior, Senior)
If yes, which awards?	Anticipated Graduation Date (month/year)

TITLE (as it appears in conference materials):
DURATION OF TRAVEL (Regardless of conference length, list duration of student's travel):
Specific location(s) (Organization, title of conference; city/cities, state(s), country, etc., if known Hotel name)

FACULTY INFORMATION and FACULTY SPONSOR FORM

Name:	UVM Department:
Email:	Telephone:
<p>Faculty must agree to sponsor your research travel, meaning that they are responsible for any training or ethical oversight appropriate to your discipline, helping you with University policies and protocols, etc. Faculty must be available in person or consistently via Skype, phone, or email during your travel. Un-sponsored students will not be funded.</p> <p>Attach (or submit separately) FOUR Faculty Sponsor Form.</p>	

Providing your student number and NetID verifies your degree-seeking status and is used as a "signature" on this application asserting that this is your own work.

My research/creative work has been accepted for presentation/performance. I am attaching confirmation of the acceptance of my work or submitting separately (cannot apply without this). Copy of email is acceptable.

Foreign or Domestic Travel

International travel: Have you registered your trip in GoAbroad?

YES

NO –FOUR will not be able to fund until your travel is approved by OIE.

Domestic travel

Have you reviewed the UVM Travel Policies?

YES

NO –Please read the Travel Safety Policies and the funding Travel Policy before you go.

Are you planning to rent a car?

YES –Conference presentations are considered University business. You must complete the Driver's Safety Program: <http://www.uvm.edu/safety/field/driver-safety-program>

I have completed the training (attach the confirmation to this application)

No

As part of UVM Clery Act reporting, students who have an overnight stay funded by the university need to provide information about the location of your stay. If you will stay overnight answer the following:

Name and Address of hotel _____

I do not know the name/location of my hotel at this time (If funded, you must provide this information to the Office within 60 days of travel.)

Will your faculty sponsor be traveling with you

Yes

No

BUDGET INFORMATION

Please itemize your travel expenses using the BUDGET WORKSHEET provided on the FOUR web page. You should indicate the total cost of the travel and alternate funding resources. Round costs to the nearest dollar.

The average award is \$700 (domestic)/\$1100 (international), but you may request over this amount. Applications indicating cost-sharing with other units/offices have a better chance of receiving above the average amount.

TOTAL AMOUNT REQUESTED: \$ _____

Please attach the Budget Worksheet to your application.

Submit document via email in PDF format to akrolle@uvm.edu and FOUR@uvm.edu

PURPOSE OF CONFERENCE TRAVEL

- Indicate conference details (host organization, title of conference, location, duration of event, expected attendants – professionals, faculty, etc.). If funded, you will need to provide evidence for your participation in the event (letter from organization, fees paid, copy of abstract book or schedule of events showing your name) in addition to itemized travel receipts.
- Briefly describe your presentation (100 words max) written to an educated lay audience.

Submit document via email in PDF format to akrollle@uvm.edu and FOUR@uvm.edu

OR submit a hard copy directly to the FOUR Office in UHS ste. 009