Student Application for Funding to Present at a Virtual Conference

Updated 9/28/20

Due to the COVID-19 pandemic, all university-sponsored travel has been suspended indefinitely and thus there is no funding to support students to travel to in-person conferences. However, the Office of Undergraduate Research in the Center for Engaged Learning can support students who have been invited to present at virtual conferences. Students are eligible to apply for up to $500 to present the results of research or creative activity that they undertook as part of a Furman academic endeavor, such as a Summer Research Fellowship or a project in an academic course.

Application Process
Submit the following documentation via email to studenttravel@furman.edu
1. The following application
2. Faculty Sponsor Approval
3. An abstract of the presentation
4. A copy of acceptance letter or e-mail

Post Conference
Within one week of the presentation, submit the following documentation to studenttravel@furman.edu
1. Confirmation of participation—if available
2. Post Conference Report—see below

Important Information
- Students may apply for up to $500 in a calendar year, which presently is September 2020 to September 2021. Allowable expenses are presumably limited to conference registration and a membership to the sponsoring organization, if necessary. If additional expenses are required, please contact CEL staff members below.
- If a student does not exceed the $500 maximum on an initial presentation, s/he may apply for funding for a second conference presentation with the calendar year. However, evidence must be provided that the second presentation offers a distinct professional development opportunity from the first presentation.
- In regards to purchasing the conference registration fee, and the organizational membership fee (if necessary) we highly recommended that students and/or their respective departments allow staff members in the Center for Engaged Learning (CEL) to make those purchases. The goal herein is to relieve the distinct accounting and reconciliation procedures related to the economic impact of the COVID-19 pandemic. If a student wishes to make her/his own purchases, s/he must receive approval from one of the CEL staff members listed below.
- For any purchases made outside of the CEL, reconciliation and reimbursement instructions are located on the Resources for Student Conferences Page on the Undergraduate Research website: https://www.furman.edu/undergraduate-research/undergraduate-research/student-conferences/
- Students who graduate in May 2021 are eligible to receive support through September 2021—based on the premise that conference calendars do not necessarily align with Furman’s calendar and graduation schedule.

CEL Staff Members: Dr. Erik Ching, Director of Undergraduate Research, erik.ching@furman.edu; Cassie Klatka, CEL Coordinator, cassie.klatka@furman.edu; Student Employee in Student Conference Travel, studenttravel@furman.edu
Application for Funds to Support a Student Presentation at a Virtual Conference

Name:
Furman ID#:
Email:
Cell Phone:
Faculty Sponsor:
Are you a University employee?:
Title of Presentation:
When was the research or creative activity conducted that resulted in this presentation, including term, year and course title (if applicable)?:

Conference/Event website URL:
Official Name of Conference/Event:
Date of Event:

Budget

If you are eligible to receive funding for this conference through any other department, grant, or organization, you must apply that amount toward the total below even if you are notified of additional funding after this application has been submitted.

<table>
<thead>
<tr>
<th>Registration (NOTE: We aspire to pay for the lowest, early registration pricing. Sometimes the lowest cost will come with purchasing a membership to the sponsoring organization + member registration fee, instead of the non-member registration fee.)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less amount given from other organization, department or grant.</td>
<td></td>
</tr>
<tr>
<td>Name of Organization:</td>
<td>- $</td>
</tr>
<tr>
<td>TOTAL AMOUNT REQUESTED FROM CEL</td>
<td>$</td>
</tr>
</tbody>
</table>

By submitting this application, I verify that all of the above information is true. I also acknowledge that I have received and read a copy of the Student Travel Guidelines and Regulations and agree to abide by them. I will submit necessary receipts, copy of the conference program and any other required documentation (including the post-conference report) within one week after the conference. I understand that in order to receive reimbursement for expenses, I must enter the required information on MyFurman. If CEL makes advanced payments, I will return all funds above the costs of the approved and documented expenditures. If I am eligible for or receive funds from a source other than CEL for travel, I will notify CEL. Failure to comply with any of the guidelines may result in my being ineligible for any further funding from the Center of Engaged Learning.

Student Signature*

_________________________  __________________________
Date                                             Signature

* Your typed name is your electronic signature - after you have completed this form, please email it to studenttravel@furman.edu from your Furman University student email account.
Faculty Sponsorship

A faculty mentor/advisor must sign off on the legitimacy of the conference in question in order for an application to be considered. This approval can be done in one of two ways:

1. The faculty mentor/advisor can sign/date electronically the lines below and email this document to studenttravel@furman.edu from their Furman email account.
2. The faculty mentor/advisor can send an email directly to studenttravel@furman.edu indicating the conference in question and the student(s) involved. [Note: this is the preferred method for conferences that have multiple students presenting.]

By signing below, you confirm that the conference/event for which the student is applying is legitimate and merits funding.*

___________________
Date

___________________
Signature

* Your typed name is your electronic signature - after you have completed this form, please email it to studenttravel@furman.edu from your Furman University email account.
Post-Conference Report

(Note: this report may be shared with the faculty member who sponsored your participation)

You may continue answers on the back of this sheet

1. Describe your presentation experience. (How big was the audience? What was the nature of the feedback? Were there some memorable questions or comments?)

2. Based on your experience, what, if anything, would you change, add to, or remove from your presentation?

3. Describe any other presentations that you attended—albeit virtually.

4. What was your overall impression of this conference experience?