Allegheny College URSCA Office  
Travel Award for Student Presentations at Professional Conferences

Revised Fall 2023

**General Information**

* The Office of URSCA provides funding to support student requests to travel to professional conferences in association with their research or scholarship. Funding is not guaranteed.
* The funds from this award may be used to offset any appropriate cost you incur to attend and present at the conference (e.g., registration fees, transportation, food, and lodging). The funds from this award cannot be used to pay for memberships to professional/academic societies.
* Funding requests for students that are ***presenting their research*** are capped at a maximum of $800. Priority may be given to students who have not yet received funds from the URSCA office (determined by the volume of applications and the overall funds available for the year).
* Limited funding may be available for students to attend conferences at which ***they are not presenting***. Funding requests for these experiences are capped at a maximum of $200 (determined by the volume of applications and the overall funds available for the year).
* If the total cost of your travel exceeds the maximum funding through URSCA, consider seeking additional funds through Allegheny Student Government.
* Funding requests can be submitted prior to traveling to the conference. If your travel request is approved, you will receive the award shortly after the URSCA office receives notice regarding where to send the award and after the award is processed by Accounts Payable (e.g., to a campus mail box or to an off campus mailing address). Ideally, applications for funding should be received **at least****3 weeks** prior to the conference.
* If your request is approved you will be asked to take pictures at the conference and to share with the Office of URSCA office for use on our website and Instagram account as well as to write a thank-you letter to the donor who helped fund your trip.

**Directions**

* This application must be completed using Microsoft Word. You are only able to edit the shaded portions of this application. Click on shaded boxes to access drop-down options or to type text into a section.
* Students: work with your research mentor/comp advisor to complete the information in the Student Section below. Once you have completed this information, save the file (as a Microsoft Word file) and send it to the faculty member that you are working with. Electronic transmission of this document from your email account to your faculty mentor constitutes as the submission of a signed document.
* Faculty: complete the Recommending Faculty Section below. Save the document as a PDF and rename the file so that it includes the last name of the student and the current year (e.g., StudentLastName2022.pdf). Send the completed PDF via email to Matt Venesky, Director of URSCA ([mvenesky@allegheny.edu](mailto:mvenesky@allegheny.edu)). Please type "Student Travel Request" in the subject line of the email. Electronic transmission of this document from your email account to the Director of URSCA constitutes as the submission of a signed document.

**Student Section**

Date of Application: Click here to enter a date.

Name: Your name

Major: Major

Class Year (click to select from pull-down menu):

Mailbox #: Enter Box #

Phone Number: Student phone number

Email Address: student@allegheny.edu

ID#: Student ID#

Use the space below to briefly (1-3 sentences) describe the conference you are attending.

Description of the conference.

Travel/Conference Start Date: Click here to enter a date.

Travel/Conference End Date: Click here to enter a date.

Use the space below to provide the location of the conference.

Location of the conference (city and state).

Are you presenting at the conference?

Is this presentation directly related to your Senior Project?

Have you received funding from URSCA to travel to a

conference within the past two years?

If you answered "Yes" to the above question, use the space below to state when you received funding and the name of the conference that you attended. If you answered "No" above, please type "NA" below.

Date and name of previous conference.

If your travel award is funded, should we send the check to your

campus mailbox?

If you answered "No" to the above question, use the space below to provide the full mailing address where your check should be sent. If you answered "Yes" above, please type "NA" below.

Alternative mailing address

Are you traveling with a college representative (e.g., faculty,

administrator, or staff?

If you answered "Yes" to the above question, use the space below to provide the name and contact information of the college representative. If you answered "No" above, please type "NA" below.

College representative name and phone number.

Use the space below to provide a description of the conference that you will be attending, the title of your presentation (if applicable), the session that you'll be presenting your research in (if applicable) and your estimated budget. If your budget exceeds the award limit, please confirm that you have secured funds from an additional source to cover the remaining funds. Awarded funds that are not used in the manner described in this application must be returned to Allegheny College.

Description of the conference.

**Recommending Faculty Section**

Date of Application: Click here to enter a date.

Name: Your name

Email Address: faculty@allegheny.edu

How long have you known the above student, and in what context?

Information about student.

Please give your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with other students, including others who have applied for funding. Select from the pulldown menu and rank the applicant on the following traits:

(4 = excellent; 3 = good; 2 = fair; 1 = poor; X = unknown or not applicable)

Academic ability

Initiative

Intellectual curiosity

Persistence

Engagement in the classroom

Sensitivity to others

Emotional maturity/self-reliance

Adaptability

Timeliness

Organizational skills

Written and oral communication skills

Potential to benefit from the conference

Ability to work on a team

Do you recommend the student for funding?