

Office of Research  
Undergraduate Student Travel Request Form  
FY 2022-2023

**See this form in ASL** Use this form to apply for a student travel award to conferences to present student-faculty research. This request may be submitted while awaiting acceptance of a conference presentation proposal.

Travel Award Criteria

- a. To be considered for student travel funding support, undergraduate students must be an author or co-author on the accepted abstract for a poster or paper presentation.
- b. Students may request an amount up to \$800 for conferences outside of the DMV area, and up to \$200 for local conferences. Larger travel award requests to present work internationally will be reviewed on a case-by-case basis.

**Please submit this form, together with all accompanying documentation as a single PDF file to [undergraduate.travel@gallaudet.edu](mailto:undergraduate.travel@gallaudet.edu). Applications will be accepted on a rolling basis throughout the academic year.**

**1. General Information**

Your Name		
Major and School		
Name of Conference/Meeting		
Dates of Conference (attach conference schedule)	From:	To:
Are you a... (check one)	First author	Co-Author
Name of Faculty Sponsor or Lab Director		

**4. Procedure**

- a. Travel requests must be approved by the lab director or faculty sponsor and school director.
- b. The Office of Research will review travel requests as they are received.
- c. If your faculty sponsor or lab director has internal or external funding, this must be used as the primary source of funding support. Before requesting support from the Office of Research, students must obtain written confirmation from their faculty sponsor or lab director that they do not have internal or external funding available to support travel for the student who will present their work. Matching funds may be requested for additional support.

- d. The Office of Research will confirm in writing the decision to fund or not fund the request for travel support.

**5. Important Notes**

- a. This Office of Research Travel Request Form is used primarily to request funding for an undergraduate student travel to a conference for the purpose of dissemination of the student-faculty research.
- b. Funding will be granted based on the acceptance or invitation to present/co-present at a conference and availability of funding.

By signing below, the student agrees to assume responsibility for the travel expenses if the award amount is less than the total cost of travel.

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Signature of Applicant

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Date

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Signature of Lab Director or Faculty Sponsor

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Date

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Signature of School or Center Director

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Date