**Undergraduate Travel Grant Application Guideline**

Information needed in the application:

1. Number of Applicants\* (the below information is needed for each applicant, if there is more than one)
2. Student First and Last Name\*
3. Student ID\*
4. GPA\*
5. Date of Birth\*
6. Department/Unit\*
7. School\*
8. Standing\* (Freshman – Sophomore...)
9. Date expected to graduate\*
10. Student email\*
11. Cellphone
12. Biography (max. 35 words)\* (work done related to research)
13. Did/do you have a faculty mentor/advisor for this project\* (If yes, provide the below information)
	* Faculty first and last name
	* Faculty email
	* Office phone number
	* Faculty Mentor/Advisor Department/Unit

**Press Continue**

Fill out the details of conference/event

1. Name of Conference/Event\*
2. Sponsoring organization of Conference/Event\*
3. Location\*
4. Start Date\*
5. Completion Date\*
6. Registration Deadline of Conference/Event\*
7. Event credibility and significance (Write a paragraph explaining the importance of this event)\*
8. Please upload items from the list as necessary:
	* Brochure or official description of conference/event
	* Letter of acceptance of presentation in the conference/event
	* Approval of instructors, if attending the conference/event entails missing classes
	* Other relevant documents and information
	* Letter of Institutional Review Board (IRB) approval (necessary for research with human subjects)
9. Title of Presentation (Refer to Guidelines to write a title)
10. Type of Presentation\*
	* Research paper/thesis
	* Artistic or photography presentation
	* Marketing campaign
	* Poster presentation
	* Scientific innovation
	* Business plan
	* Literary works
	* Film or documentary
	* Other
11. Was this work done as part of a course or program\* (If yes, provide the course name/number and course instructor)
12. Abstract/Description of work (maximum 200 words)\* (Refer to Guidelines to write an abstract)

**Press Continue**

Details of Requested Support (Refer to Guidelines for Undergraduate Grants Support)

1. For each item below, please request an amount in either U.S. Dollars or Egyptian Pounds, not both
* Accommodation
* Conference registration fees
* Cost of obtaining visa
* Projected airfare
1. Budget Justification (Please explain below your budget information and travel itinerary)
2. Have you received a grant before\* (If yes, provide Details of last grant received from AUC)
	* Type of grant
	* Date received
	* Amount received
	* Did you submit a report for this grant?
3. Are you missing classes for this Conference/Event? (If yes, please describe how the missed classes will be covered)

Agreement\*

1. If awarded a grant I agree to the following
* I agree to give a presentation of my project at the next Annual EURECA conference in Spring
* I agree to have my presentation details profiled on the Undergraduate Research Program web-site and brochure.
* I agree to have my work used in university research and program evaluation and reports.
* I agree and commit to the values and policies of Academic Integrity and Ethical Use of Human Subjects
* I agree to submit a brief report to the Undergraduate Research Program within a period of 3 weeks
* I agree to return any unspent remaining funds to the Undergraduate Research Program at the end of the grant period