**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