ENDEAVOR
CENTER FOR HIGH IMPACT PRACTICES

UNDERGRADUATE RESEARCH FUNDING APPLICATION

The goal of the Undergraduate Research Fund is to supplement student travel for presentation of papers or projects at research conferences and meetings, or it may be used to to purchase materials to support student research. The application must be submitted at least 4 weeks prior to travel. Undergraduate research funds are administered by the ENDEAVOR Center for High Impact Practices and award decisions are made by the Undergraduate Research Advisory Board based on availability of resources. Students may receive up to $400. The board will consider the following criteria for judging:

- Overall quality of application (includes all of the required materials)
- Research poses an important question
- Research demonstrates strong theoretical rationale
- Research utilizes systematic methods
- Submission has a well-written abstract or description of the project
- Applicant's Overall GPA

Student Name:_____   Student ID:_____

If more than one student, please attach a list containing all student names and ID numbers.

Faculty Supervisor: _____

Faculty Supervisor's Department:_____

Student's Major: _____

Title of the Project: _____

Event Title or Materials Requested: _____

Beginning of Travel/Research:_____ Ending Date of Travel/Research: _____

Conference/Research Location:_____

Please combine the following documents into one file with your application for funding.

1 - An abstract or other document providing a description of the research or scholarly activity

2 - Letter of IRB acceptance for the project (if applicable)

3 - Verification of acceptance or invitation for presentation (if applying for travel funds)

4 - Completed proposed budget (Please use the attached Travel Authorization Form if traveling and attach a proposed budget sheet if requesting supplies.)

Student Signature   Faculty Signature

If awarded student travel funding, the recipient must submit a summary report of their travel experience or research project to the Office of Undergraduate Research within 2 weeks of return from travel or of the end date of the research project. Reports should be submitted at https://ccga.qualtrics.com/jfe/form/SV_6PbyFzEGh7nAdq6. Please contact Dr. Mary McGinnis, Director of the ENDEAVOR Center for High Impact Practices, with any questions at mmcginnis@ccga.edu or 912-279-5963.

COLLEGE of COASTAL GEORGIA
UNIVERSITY SYSTEM OF GEORGIA

TRAVEL AUTHORIZATION

Trip Information:

Traveler's Name:	
Department:	
Travel to:	
Travel Dates *and* times:	**Depart**: **Return**:
Classes/duties will be handled by:	

Type of Travel:	Staff Student	**Faculty must choose one→**	Scholarship Mandatory Professional Dev

Purpose of Travel

Budget(s) to be charged: *These fields **MUST** be completed before forwarding to the Business Office.*

Amount	Fund	Department	Program	Class	Proj/Grant	Description/Comments
	10500	1501020	11100	11000		Camden Mileage Only

Estimated Expenses:

			Mode of Transportation: Please Choose One	
Registration:			***Personal Auto** *Car Rental Cost Comparison Tool MUST be used*	**College Owned Vehicle**
Lodging:				
Meals:				
Transportation:			**Common Carrier**	**Rental Vehicle**
Other:				
TOTAL				

IMPORTANT NEW REQUIREMENT FOR MILEAGE REIMBURSEMNTS

* All personal auto mileage reimbursements require an attached printout of the DOAS's Car Rental Cost Comparison Tool to your travel expense statement. If a rental car is more cost efficient, Enterprise Rental must be used. The Cost Comparison Tool will link you to the Enterprise website. You will pay for the rental and seek reimbursement via your travel expense statement. Otherwise, the mileage reimbursement rate will be $0.18 per mile. Travels between Main and Camden campuses are *exempt* from this requirement. Please see section 2.2 of the new State Travel Policy.

Approvals:

Traveler:		Date:	
Supervisor/Department Chair:		**Date:**	
Budget Manager/Dean:		**Date:**	
VPAA: (For Faculty Travel Only)		**Date:**	
President: (For VPs & International)		**Date:**	

Comments:

Instructions:
- Traveler, Supervisor/Department Chair, Budget Manager / Dean and VPAA (for Faculty Travel only) are required.
- Travel Authorizations must include ALL required signatures before forwarding to Business Services.
- Final approved copy will be forwarded to traveler by Business Services via email.

Business Services Approval	
By	
Date	