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| **SPONSOR INFORMATION:****Name:** Click or tap here to enter text.**Department** Click or tap here to enter text.**Signature:**Click or tap here to enter text. | Undergraduate Research Grant ProposalFunding Period: Check one box[ ] Fall 2024 (due 09/03/2024)[ ] Spring 2025 (due 01/21/2025)[ ] Summer 2025 (due 03/17/2025)[ ] Fall 2025 –Supplies Only (due 05/05/2025) | **Department Chair Signature:**Click or tap here to enter text. |
| **Project Title:** Click or tap here to enter text.  |
| **UMW Institutional Research Board:**Not Required:[ ]  Required[ ]  Date of Application:Click or tap here to enter text. |
| Student(s) Information (Add list if needed for a larger group) |
| **Name:** Click or tap here to enter text.**GPA** Click or tap here to enter text.**Email:**Click or tap here to enter text.  | **Name:**Click or tap here to enter text.**GPA** Click or tap here to enter text.**Email:**Click or tap here to enter text.  | **Name:**Click or tap here to enter text.**GPA** Click or tap here to enter text.**Email:**Click or tap here to enter text.  | **Name:**Click or tap here to enter text.**GPA** Click or tap here to enter text.**Email:**Click or tap here to enter text.  |
| **Description of Proposed Activity:**Click or tap here to enter text. |
| **List the frequency and nature of the interaction between the student and the sponsoring faculty member during the project:**Click or tap here to enter text. |
| **Please email this completed form** with all signatures via email to Dr. Elizabeth Lewis, Assistant Dean of the College of Arts and Sciences (elewis@umw.edu) by the deadlines indicated above with the **subject line** “Undergraduate Research Grant Application,” copying Meredith O’Connell (moconne4@umw.edu). |
| **Travel Information:****Travel to Attend Conference****Conference Information:** Attachsupporting documentation of participation (e.g., letter of invitation or acceptance) Conference Title: Click or tap here to enter text.Location:Click or tap here to enter text. Dates: Click or tap here to enter text. |
| Travel for ResearchLocation: Click or tap here to enter text.Dates: Click or tap here to enter text. |
| Budget: |
| Travel Expenses: For travel, use Commonwealth of VA guidelines for lodging and *per diem.* Contact AP for abroad lodging and per diem rates. All travel is to be entered in Chrome River.NOTE: For International travel, you are required to enroll in medical insurance offered through UMW’s Center for International Education (CIE). Contact CIE (ext. 1434) for more information.  |
| **Travel Budget Expenses:** | # of students | # of days | Cost per student/per day | Total |
| **Conference Fees:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Hotel (# of nights):** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Per diem:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Per diem (travel days):** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Travel Expenses:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Transport to/from airport  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Mileage: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Parking fees: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other expenses: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Grand Total |  | Click or tap here to enter text. |
| Supply Expenses: List the supplies needed, cost, and total for fund request. NOTE: Supplies should be purchased with department credit card. Must follow Commonwealth of VA rules and regulations.

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| Description: | # of item | Cost per item | Total Cost |
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| **TOTAL REQUEST:** | $Click or tap here to enter text. |

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| **Faculty Sponsor Rationale Statement:** Click or tap here to enter text. |