



College of Arts and Sciences Undergraduate Research Travel Grant

The College of Arts and Sciences (CAS) Undergraduate Research Travel Grant provides partial support for undergraduate student researchers to present their faculty-mentored research or creative work at scholarly conferences or juried artistic venues outside of OSU. The program is funded through donations to the OSU Foundation and availability of grants depends on the availability of funds.

Eligibility Criteria

- Applicants must be undergraduates enrolled full-time in a CAS degree program and conducting research or creative activity with a faculty mentor. If travel occurs in the summer, the awardee must be enrolled the following fall semester.
- Grants are for future travel only; no awards will be given for already completed travel.
- Priority is given to first-time recipients of a CAS Undergraduate Research Travel Grant.
- Students may only receive one travel grant in an academic year (August through July).
- Awardees must present at the [OSU Undergraduate Research Symposium](#) in the academic year in which the grant is awarded (or following year if awarded after the symposium).
- Applicants must be in good academic standing.
- Applicants must have necessary permissions for research requiring OSU approvals (e.g., human subjects, animal use).
- Group projects will be considered, but only one grant will be provided for the same project during the same academic year.
- If awarded a travel grant, students must submit documentation that they have been accepted to present or perform their work at the specified conference or forum.
- Recipients must submit a report after completion of their travel (details below) and agree for their photo and report to be used in media and promotion materials for OSU or the OSU Foundation. If you need an exception to this requirement, please include the request as part of your application. Exceptions do not influence award decisions.

Application Process and Deadlines

- CAS Undergraduate Research Travel Grant applications are submitted [via online form](#).
- Submitted applications will be sent to the faculty mentor for approval prior to review and a brief statement of endorsement on behalf of the student applicant is required before review.
- Application review will be coordinated by the CAS Research Office.
- Application deadlines will occur twice each semester (fall and spring) and once during the summer term (for travel during that same summer or the following fall semester).
 - 2023 applications are due by 11:59pm on the follow dates:
 - **March 24, 2023 | June 9, 2023 | October 13, 2023**
- Applications must be submitted at least four weeks before the travel takes place.

- Decisions on completed applications are typically made within four weeks.

Application Materials

- Completed online application form including student information, mentor information, and project description or abstract (500 words maximum)
- Conference or forum details (i.e., location, link to conference website)
- Itemized budget for conference and travel-related expenses
- Additional funding sources to support proposed travel, including funds provided by the mentor

Grant Amount & Details

- CAS Undergraduate Research Travel Grants are typically \$200 to \$500.
- An Undergraduate Research Travel Grant is supplemental funding to support students presenting their research or creative work. These grants are not intended to fully fund students' participation. Departmental and/or mentor support is expected.
- Students should apply for all possible additional funding sources including professional society or conference travel awards, conference-related opportunities for reducing expenses, Council on Undergraduate Research travel awards (via OSU's institutional membership), other support through discipline-specific organizations or groups.
- Conference location and distance from OSU are considered when determining award amounts.

Awardee Processing and Reporting

- Awardee travel will be coordinated with the financial point of contact in the awardee's home department before the trip, as pre-travel authorization paperwork and information is required. Faculty mentors will help students contact the correct person to help with travel planning.
- Awardees should not make any purchases related to the CAS Undergraduate Research Travel Grant before communicating with the CAS Research Office.
- Conference-related expenses such as registration can sometimes be direct-purchased by OSU; preventing awardees from incurring charges on their personal cards. Avoid personal charges because reimbursements cannot be made until AFTER you return from the trip.
- Post-award reports include a photo and 1-page reflection. The reflection should focus on the value of the experience to your degree, professional development, and future career plans.
- The high-quality photo should show the recipient presenting/performing, if that is not disruptive to the event.
- Reports must be submitted within four weeks after the completion of travel.
- The photo and reflection may be used in media and promotion materials for OSU or the OSU Foundation. Acceptance of the grant constitutes a media release. If awardees need an exception to this requirement, they can make a request after receiving the award notification.

If you have questions about the CAS Undergraduate Research Travel Grant, please contact the [CAS Program Manager for Student Research](#).