Conference Funding Form

Experiential Learning Network

This form should be used by individuals and groups who intend to present at a professional/academic conference. If you are submitting this form as a group, note that some fields require you to submit information for ALL group members.

PLEASE NOTE: In addition, all students must have completed the Project Reflection Digital Badge to be eligible for funding and prior to submitting the form.

Conference Information

Name of Conference *

Conference Start Date *

Conference End Date *

What meals and/or transportation will be provided through the conference, if any? *

Have you already been accepted to present at the conference? *

- Yes
- No

Who is the intended audience of your presentation (i.e. student researchers, professors, professionals in the field, etc.)? *
Conference Presentation Description

Describe the project you will be presenting on in terms that are comprehensible to a non-specialist.

Address each prompt below when writing your presentation description:

- What need or challenge does your project address?
- What product or output has resulted from your project?
- If you are presenting as a group, what specific role will each group member have in the conference presentation?

Presentation Description *

What are the broader impacts of this project (i.e. relationship to larger issues in the world, project outcomes adding value in broader contexts, etc.)? *

Presentation Abstract *
How does this project support or align with each group member's individual academic and professional goals?*

In order to receive funding, all students in the group must complete the Project Reflection Digital Badge. Please submit the link to each of your badges as proof of completion. *

Funding Expectations

In order to be considered for project funding, all students must agree to:

- Present on project outcomes at the Celebration of Academic Excellence in April 2020
- Complete the Project Reflection Digital Badge before applying for funding.

By checking the box below, I/we agree to complete the funding expectations above. *

☐ I/we agree

Budget and Funding Justification
Please note: requested funds must directly support student conference expenses. Examples of appropriate budget items include conference registration, travel costs and lodging.

- Itemize the various expenses for which funds are requested, including conference registration, travel costs, lodging, etc. Be as specific as possible.
- Provide the exact link to the vendor for each budget item or a copy of the invoice or receipt. (There is a space below to upload up to 5 separate supporting documents.)
- Describe why each budget item is necessary and essential to the conference experience.

Use the following format:

Item name, cost of item, description of need, link to item

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Itemized Budget and Item Descriptions. For each item, you MUST include the cost, why it is necessary, and a link to the item. *

<table>
<thead>
<tr>
<th>Item name, cost of item, description of need, link to item</th>
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Total budget requested from ELN. (Maximum of $500 for individuals, $750 for groups) *

$ 0

How many supporting documents (invoices, receipts, etc.) would you like to upload?

0

If you anticipate funding from other sources, list the (1) name of the funding source, the (2) amount and (3) description of how the funds will be spent.
Is this project dependent upon receipt of these other funding sources? *

- Yes
- No

Applicant Information

How many students are in your presentation group? *

1

Applicant #1

Given the constraints of this online form, only Applicant #1 will receive an email confirmation after you submit your application. It is the responsibility of Applicant #1 to forward the email confirmation and copy of your application to other group members, at your discretion.

Applicant's Full Name *

UB Person Number *

UB Email Address *

Phone Number *

Class Level *
Class Year (the year you anticipate graduating with your Bachelor's degree) *

2020

Major(s) *

Project Affiliations

Project Mentor's Full Name *

Project Mentor's Department *

Project Mentor's UB Email Address *

Project Mentor's Office Phone Number *

Department Chair's Full Name *

Department Chair's UB Email Address *

Department Chair's Office Phone Number *

You are about to submit a Conference Funding application. Once you submit the application, please submit the appropriate signature form from the ELN Funding website. Your application is not complete until you submit both an application and...
After the funding deadline, the ELN staff will review all applications and email you directly with a funding decision. This can take between 1-3 weeks, depending on the volume of submissions. After funding decisions are announced, the transfer of funds may take several weeks to be finalized.