

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.

Applicant Information

How many students are in your presentation group? *

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 *

Freshman

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

2023

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 *

Conference Information

Name of Conference *

Conference Start Date *



Conference End Date *



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 *

Project Reflection

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

Please reflect on the work you completed in order to present at a conference. In approximately 200 words, please address the following prompts:

- In terms comprehensible to a non-specialist in your field, please clearly and briefly explain what you did for your project.
- What need or challenge did your project address?
- What product or outcome resulted from your project?
- What were the broader impacts of this project (i.e. relationship to larger issues in the world, outcomes being useful in other contexts, etc.)?
- What was your biggest takeaway from your involvement in this project and how did it enhance your UB experience?
- In what ways did you find working through the digital badge activities to be meaningful and why?
- Why do you think other students should get involved in projects like this?

Your Story *

Please select "yes" if you give permission for your story to be shared in ELN's Completed Project Gallery.*

Yes

No

Budget and Funding Justification

Please note, requested funds must directly support registration fees for a conference and cannot exceed \$750 for individuals or \$1,000 for groups.

Provide the exact link to a website detailing the conference registration fee or a copy of the invoice or receipt. (There is space below to upload an invoice or receipt.)

List the cost of registration and a link to the conference website outlining the fee. *

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

Total budget requested from ELN. *

\$ 0

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

0

If the total cost outlined in your budget is more than the maximum allowed (\$750 for individuals and \$1,000 for groups), you must select yes for the question below and explain where the additional funds are coming from (i.e. other scholarships, grants, your department, your personal funds, etc.). ELN funds cannot be distributed until we know you have secured all other funds necessary to attend.

EXAMPLE: if you need \$1,500 to attend the conference for an individual presentation and request the maximum of \$1,000 from ELN, you must explain where the remaining \$500 is coming from (i.e. if you are self-funding, if your mentor has departmental funds you can use, etc.).

Does this conference require funding beyond the maximum allowed by ELN. *

Yes

No

Next Steps

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 the signature form by the funding deadline.

After the funding deadline, the ELN staff will review all applications and email you directly with a funding decision. This can take 1-2 weeks, depending on the volume of submissions. After funding decisions are announced, the transfer of funds may take several weeks to be finalized.

[Save and Resume Later](#)

Submit Form