

ELN Conference Funding Application

Individual Signature Form

This signature form must be completed by the funding deadline and submitted to the Experiential Learning Network via email to ubeln@buffalo.edu. Signatures for the financial administrator and chair should come from the mentor's academic department.

Student's Signature

I understand that by signing this application, I acknowledge that I will use the funds to present at a conference under the guidance of my mentor and that the information contained in this application is true and accurate.

Project Title: _____

Applicant Name (printed): _____

Applicant Signature: _____ **Date:** _____

Signatures for the financial administrator and chair should come from the mentor's academic department.

Mentor's Signature

I understand that by signing this application, I am acknowledging that the above-mentioned student is presenting at a conference under my guidance.

I am aware that my department chair holds final approval of directing all fund transfers and that the department chair may either approve or deny funds (signature required below) being sent to a faculty account, or can supply auxiliary account information for funds to be deposited into. I also agree to assist with obtaining the chair's signature.

I have read the student's application for accuracy and content-specific information as related to our field of study. If IRB approval is necessary for the work on which the presentation is based, I attest that the student working with human or animal subjects has obtained IRB approval and has completed the CITI training requirements.

Faculty/Staff Name (Printed): _____

Faculty/Staff Signature: _____ **Date:** _____

Financial Administrator's Signature

I understand that by signing this form, I have approved the financial account information supplied for accuracy. Once the funds are transferred, I agree to disburse funds in accordance with proper account spending guidelines. Funds must be used as outlined in the approved budget.

Name of UB Department: _____

Full Name of Department's Financial Administrator (printed): _____

Financial Administrator's Office Phone Number: _____

Financial Administrator's UB Email Address: _____

Department's Campus Address: _____

IFR Account Number: _____

Financial Administrator's Signature: _____ Date: _____

Department Chair's Signature

As department chair, I understand that by signing this form I acknowledge that the above-mentioned student is presenting at a conference under the guidance of a faculty member in the department I currently oversee. I understand that I will be notified of the funding decision and that a faculty/staff member in my department may receive the funds in the account listed above, should the application be approved. Funds will be used as outlined in the approved budget.

If you wish to provide a different account for the transfer of funds, please list the alternative account information below. Final funding account preference will be given to the department chair.

Alternative IFR Account Number (if applicable): _____

Full Name of Department Chair (printed): _____

Department Chair's Signature: _____ Date: _____

Department Chair's UB Email Address: _____