KRULAK INSTITUTE CONFERENCE AND

WORKSHOP TRAVEL GRANT PROPOSAL

Please submit one form per trip via email to Amanda Coshatt, [abkight@bsc.edu](mailto:abkight@bsc.edu) and Rhonda Constance, [rconstan@bsc.edu](mailto:rconstan@bsc.edu). Proposals submitted by September 30th will receive priority attention. The Krulak Institute will award funds based on the following priorities:

1) presenting at or attending a conference with a primary emphasis on undergraduate research, service-learning, internships, study travel, experiential learning, or leadership

2) presenting on undergraduate research, service-learning, internships, study travel, experiential learning, or leadership at a disciplinary conference

3) attending a disciplinary or other conference at which there are multiple or extended sessions on undergraduate research, service-learning, internships, study travel, experiential learning, or leadership

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BSC Box: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provided the dates of travel and destination (event and location):

Are you presenting or is your work being presented? Yes \_\_\_\_ No \_\_\_\_

If *yes*, give title or a short description of the presentation:

Is your attendance required by professional duties, such as committee responsibilities? Yes \_\_\_\_ No \_\_\_

If *yes*, give a short description of your duties:

Please explain why this is an appropriate and important professional development opportunity for you and how conference attendance and will advance your learning in the areas of undergraduate research, service-learning, internships, study travel, experiential learning, or leadership.

Estimated budget – Indicate all anticipated expenses.

Airfare/mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be interested in presenting to BSC colleagues regarding what you learn about undergraduate research, service-learning, internships, study travel, experiential learning, or leadership at this conference? (this is not required to receive funding) Yes \_\_\_\_ No \_\_\_\_

If you are making multiple Krulak Institute faculty travel grant proposals, please prioritize them: 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_

Please indicate additional sources of support for this travel, such as grant or travel allowance:

**(Please note: Travel funds must be expended during the fiscal year in which they are awarded. Funds for approved travel cannot be carried over to the next fiscal year.)**