|  |  |
| --- | --- |
| **Student Name:**      **USC Faculty Mentor Name:**       | **Date:**       |

This application must be developed in consultation with your mentor and they must approve the final draft before submission.

Part One: Application Narrative

|  |
| --- |
| Please provide a narrative (500-word maximum) describing 1) why you want to attend the event, 2) how you expect to benefit from the event and 3) how attending connects with your future plans.  |

Part Two: Budget

|  |
| --- |
| Complete the following budget grid as thoroughly as possible. If you are eligible for additional funding, you must include the status of that funding in this section. Preference will be given to applications that are responsive to the budget form in its entirety. |

The Office of Undergraduate Research recognizes that conference travel can require a significant amount of funds. We want to support student travel and ensure students are set up for success in funding their travel, knowing that if awarded the Magellan Voyager, it will cover only a portion of expenses.

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Estimated Cost** (include evidence of the estimates) | **Funding Source and Status**(ie: Magellan Voyager, department funds, PI funding, Honors College grant, personal funds, etc) |
| *Event Registration*:  | Include link to the event registration website along with estimated cost.  | Indicate how this expense will be covered and whether that funding source is pending, confirmed, etc. |
| *Transportation*: how will you travel – by plane or personal vehicle? | If by plane, indicate the source of your cost. If by vehicle, please calculate mileage using current university mileage rate.  | Indicate how this expense will be covered and whether that funding source is pending, confirmed, etc. |
| *Lodging:* provide name and link for chosen accommodations below | Include cost per night and number of nights requiring lodging. Share additional relevant details such as sharing a room or splitting costs, etc. | Indicate how this expense will be covered and whether that funding source is pending, confirmed, etc. |
| *Other Expenses:* identify other expenses below such as local transportation, baggage fees, etc. | Include cost estimates for each expense identified in the previous column. | Indicate how these expenses will be covered and whether that funding source is pending, confirmed, etc. |

Part Three: Abstract or Project Summary

|  |
| --- |
| Please provide a copy of your abstract or project summary, which should include the title and authors (or equivalent).  |

Part Four: Abstract Submission or Acceptance

|  |
| --- |
| Please provide a copy of your submission page or email from the conference showing abstract submission or acceptance (if received at this time).  |

**[ ]  I have completed this application in consultation with my mentor, and my mentor approves this submission.**