

University of Memphis
History Department Undergraduate Travel Grant
Information and Application Form

Undergraduate history majors are eligible for travel funding to complete original research or to present their work at scholarly conferences. Up to one grant of \$500 will be awarded per semester.

Deadlines: September 1 for Fall research or conferences; December 1 for Spring; May 1 for Summer.

Applications will be judged on the scholarly merit of the project and the importance of the travel to the student's personal and professional goals.

History majors with a History GPA of 3.5 and an overall GPA of 3.25 are eligible to apply, with the following exceptions: students may apply only once per application cycle; students who win a grant must wait a full year to apply for another grant. Students who do not meet the GPA requirements may apply with an attached explanation of their GPA.

Students who apply for this grant are strongly encouraged to apply for other travel support, such as Student Government Association.

Fill out and save this form as a PDF to include with your application materials.

Name: _____ U#: _____

Local address:

Street	City	Zip
--------	------	-----

Local telephone # or cell: _____

Email address: _____

Number of earned credit hours: _____

Major (include secondary major, if applicable): _____

Minor (if applicable): _____

History GPA: _____

Overall GPA: _____

Reason for Travel:

- Research Conference Presentation

Travel Destination: _____ Travel Dates: _____

Total Projected Budget for Trip: \$_____

Faculty Recommender: _____

Include the following in your application:

1. Filled out Application Form.
2. Typed Statement of Intent and Purpose detailing a) the destination of your trip and the travel dates, which must be consistent with your actual travel should you win the grant; b) the research you will conduct on your trip or present at a conference, and c) the role of this travel in your overall personal and professional goals. Your statement should be no more than 500 words for a conference application and no more than 1000 words for a research application.
3. Typed resume that includes your work and academic experience, as well as any academic scholarships, prizes, or awards you have received.
4. Unofficial transcript
5. Letter of recommendation from a member of the University of Memphis history department, to be submitted directly to Dr. Dennis Laumann (dlaumann@memphis.edu 111 Mitchell Hall) by the faculty member. Please request your letter of recommendation as far in advance of the deadline as possible.
6. Proof of acceptance to conference, if applicable.
7. Detailed budget that must include:
 - Travel expenses:
 - If traveling by plane, include the price of the ticket and any taxis you will need to travel to/from the airport.
 - If traveling by car, use Mapquest to calculate the distance you will drive (roundtrip). Multiply that number by 47 cents per mile.
 - Lodging expenses (Make sure that your lodging expenses do not exceed those outlined on the University's Travel Page for your destination:
<http://bf.memphis.edu/finance/accounting/travel.php>)
 - Per diem for every day of travel to cover meals and incidentals (for rates, see the University's Travel Page: <http://bf.memphis.edu/finance/accounting/travel.php>)
 - Conference Registration and other fees (if applicable)
 - Research expenses such as photocopying, etc. (if applicable)

**SUBMIT ALL TRAVEL GRANT MATERIALS TO
KAREN JACKETT, 219 MITCHELL HALL, BY 4:30 PM ON
THE APPLICATION DEADLINE.**

Winners determined by a committee comprised of faculty in the Department of History and assigned by the Director of Undergraduate Studies. Please contact Dr. Dennis Laumann, Director of Undergraduate Studies, if you have any questions: dlaumann@memphis.edu