LUROP: Travel Awards for Conference Presentations

The Loyola Undergraduate Research Opportunities Program offers a limited number of competitive travel grants to offset costs for students who are presenting their research at conferences or professional meetings.

Eligibility: Students must be currently enrolled at Loyola at the time of the conference presentation. Students can be in a LUROP fellowship, but it is not a requirement of the award. Students will only be awarded one travel grant per academic year. The student’s name must appear in the abstract for the talk or poster, and Loyola must be listed as the address. A Loyola faculty member, graduate student or staff researcher must be serving as a mentor for the project. Any student who is granted a travel award will be expected to present at Loyola’s Undergraduate Research Symposium, held each spring.

Applications must be submitted at least 3 weeks prior to the date of the conference. The final date for applications is April 30th.

Please submit:

- A completed application form that includes:
  - An itemized budget of your estimated expenses
  - A copy of your abstract, including the title and authors
  - Documentation of any other funding sources you are receiving for this meeting
    (Students holding other fellowships should detail why additional funds are still needed.)
  - A brief explanation of why you wish to attend this meeting
- Verification of your acceptance to present at the conference
- A letter of support from your faculty mentor detailing his or her support for your presenting at this particular meeting

LUROP funds for conference travel are extremely limited. Award amounts will vary but are meant to supplement the cost of the conference, not pay for it in full. Funds are distributed after conference attendance, through reimbursements. Original receipts and ticket stubs are required for reimbursements. Receipts must be submitted to the LUROP office within 1 week (5 business days) of returning from the conference.

Allowable expenses:
- Registration fee
- Airfare and ground transportation
- Student’s share of hotel expenses (lodging, taxes)

Please contact Kevin Kaufmann (kkaufm2@luc.edu) with any questions
LUROP Travel Award Application

All information should be emailed to LUROP@luc.edu. Please type out your responses. In the email, please also attach verification of your acceptance to present at the conference or meeting. The faculty mentor should send, in a separate email, a brief letter detailing support of this presentation. Please include “LUROP Travel Grant” and the student’s name in the subject line of both emails.

Date of Application:
Name of Undergraduate Researcher:
Student ID#:
Email address:
Major/Minor:
Graduation Date:
Faculty Mentor and Department:

Are you currently a LUROP fellow? Yes / No (Please circle one)
If yes, which program?: (See www.luc.edu/LUROP for a full program list)

Was this research done as part of a class? Yes / No (Please circle one)
If yes, what class: ______________

Name of Conference:
Type of meeting (please circle one) regional / national / international
Location of Conference:
Dates you will be attending the conference:
Names of others from your research group attending the meeting, if applicable:

In a separate document please provide the following:

1. Please paste below a copy of your abstract, including the title and authors.
2. Please explain below why you want to attend this meeting. (Limit to 150 words.):
3. Please provide an itemized budget of your estimated expenses (travel, lodging, registration fees, meals, etc.)
4. What are your other funding sources for this conference? (e.g. name of source, amount of funding, what expenses the funding will cover) Students holding other fellowships should also detail why funds are needed beyond the fellowship budget.

Terms of Agreement: By submitting this application, the student agrees to present at Loyola’s Undergraduate Research Symposium in the spring, should a travel grant be awarded.