

College of Nursing

Matching Funds for Travel Requests for CON Students

Please submit completed form & attachments to the Associate Dean for Research

We recognize the important contributions our students make to our research programs and the benefits for students to attend and present research findings at conferences. The purpose of this program is to support students traveling to state and national conferences and meetings to present their research. **\*Students receiving a travel award are expected to present at CON Research Day.**

Eligibility

Students must be first or second author on the paper or poster to be presented and must attend the conference. The College of Nursing may match half of travel expenses, as funds are available, that total \$1,000 or less and no more than \$500 for travel expenses that total more than \$1,000. Students may only request funds once per academic year (July 1<sup>st</sup> – June 30<sup>th</sup>).

Travel Fund requests for Fall Semester must be submitted by September 30<sup>th</sup> and expended by December 31<sup>st</sup>

Travel Fund requests for Spring Semester must be submitted by February 15<sup>th</sup> and expended by June 15<sup>th</sup>

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**Submit one (1) request per student. Include copy of conference acceptance indicating authorship with request and estimated cost of travel**

Student's name: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Student's ECU email address: \_\_\_\_\_

Conference Attending: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Title of presentation/poster: \_\_\_\_\_

Authorship on presentation/poster: ☐ FIRST ☐ SECOND

Total cost of Meeting: \$ \_\_\_\_\_ Request from CON Research Office: \$ \_\_\_\_\_  
(Registration, Transportation, and Lodging)

Matching Source	Amount
CON Dept	\$
Personal	\$
Other (indicate what it is)	\$

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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☐ Approved ☐ Not Approved. ADR Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Amount Approved