



Research Student Travel Award Program Application For Domestic Travel Only

The Office of Research & Sponsored Programs offers limited funding to support medical students attending conferences to present their research.
A student may be eligible for up to a maximum of \$1,000 in travel support per academic year.
A Travel Requisition must be received **30 days** prior to travel.

Eligibility Criteria for Research Travel Award

- Academic standing and overall performance will be considered.
- Be enrolled at Burrell College at the time of travel.
- Have an approved excused absence for full travel period.
- Research must be conducted under a Burrell College faculty member, preceptor, or an approved external mentor.
- Applications from fourth-year students are accepted through September 30.

Today's Date: _____ Student Class of: _____ Campus (NM or FL) _____

Full Name: _____ Email Address: _____

Conference Name: _____

Conference City/State: _____

Departure Date: _____ Return Date: _____

Along with this travel, have you also applied for funding with any of the following sources?

Student Organization Travel Fund SGA Travel Fund Student Affairs

Estimated Cost of Travel

Registration Fee: _____ \$

Airfare: _____ \$

Lodging: _____ \$

Personal Vehicle Mileage: _____ X 0.70/mile = _____ \$

Other Costs: (i.e. Lyft/Uber, shuttle, baggage check, airport parking, etc.) _____ \$

Total Estimate Cost of Travel _____ \$

Required Supporting Documentation

To complete your travel funding application, please attach the following:

- Approved excused absence documentation from Student Affairs or Clinical Education covering the full duration of the requested travel (either the fully executed Excused Absence Form or the approval email).
- Research-approved Intent to Submit an Abstract Form.
- Conference presentation acceptance documentation, including the email or official letter confirming acceptance of a poster or oral presentation

Student Signature: _____ Date: _____

Submit your completed application to: studentresearch@burrell.edu

- ❖ Important: Incomplete applications will not be considered.
- ❖ Be sure the required document is attached before submitting.

ORSP Approval