

# Conference Funding Form

## Experiential Learning Network

This form should be used by individuals and groups who intend to present at a professional/academic conference. If you are submitting this form as a group, note that some fields require you to submit information for ALL group members.

### PLEASE NOTE

- All students must have completed the Reflection Phase of an [ELN Digital Badge](#) to be eligible for funding and prior to submitting the form.
- During the 2020-2021 academic year, ELN is unable to support travel-related expenses, such as transportation, lodging and meals. Funding can only be used for registration if you are presenting at a virtual conference.

## Conference Information

Name of Conference \*

Conference Start Date \*



Conference End Date \*



Have you already been accepted to present at the conference? \*

☐ Yes

☐ No

Who is the intended audience of your presentation (i.e. student researchers, professors, professionals in the field, etc.)? \*

## Conference Presentation Description

Describe the project you will be presenting on in terms that are comprehensible to a non-specialist.

Address each prompt below when writing your presentation description:

- What need or challenge does your project address?
- What product or output has resulted from your project?
- If you are presenting as a group, what specific role will each group member have in the conference presentation?

Presentation Description \*

What are the broader impacts of this project (i.e. relationship to larger issues in the world, project outcomes adding value in broader contexts, etc.)? \*

Presentation Abstract \*

## Project Reflection

How does this project support or align with your and/or each group member’s individual academic and professional goals? \*

Click "yes" to acknowledge that you and/or all students in the project group have completed the Reflection Phase of an ELN Digital Badge. \*

☐ Yes

## Funding Expectations

In order to be considered for conference funding, you and/or all students in your group must agree to present on project outcomes at the next [Celebration of Student Academic Excellence](#).

By checking the box below, I/we agree to complete the funding expectations above. \*

☐ I/we agree

# Budget and Funding Justification

*Please note, for the 2020-2021 academic year, requested funds must directly support registration fees for a virtual conference. Funding will not be awarded for travel, lodging or meals.*

Provide the exact link to a website detailing the conference registration fee or a copy of the invoice or receipt. (There is space below to upload an invoice or receipt.)

Share the link to the conference website outlining the registration fee. \*

Item name, cost of item, description of need, link to item

Total budget requested from ELN. (Maximum of \$500 for individuals, \$750 for groups) \*

\$ 0

How many supporting documents (invoices, receipts, etc.) would you like to upload?

0

If you anticipate funding from other sources, list the (1) name of the funding source, the (2) amount and (3) description of how the funds will be spent.

Is this project dependent upon receipt of these other funding sources? \*

☐ Yes

☐ No

## Applicant Information

How many students are in your presentation group? \*

1

## Applicant #1

Given the constraints of this online form, only Applicant #1 will receive an email confirmation after you submit your application. It is the responsibility of Applicant #1 to forward the email confirmation and copy of your application to other group members, at your discretion.

Applicant's Full Name \*

UB Person Number \*

UB Email Address \*

Phone Number \*

Class Level \*

Freshman

Class Year (the year you anticipate graduating with your Bachelor's degree) \*

2020

Major(s) \*

## Project Affiliations

Project Mentor's Full Name \*

Project Mentor's Department \*

Project Mentor's UB Email Address \*

Project Mentor's Office Phone Number \*

Department Chair's Full Name \*

Department Chair's UB Email Address \*

Department Chair's Office Phone Number \*

You are about to submit a Conference Funding application. Once you submit the application, please submit the appropriate signature form from the [ELN Funding website](#). **Your application is not complete** until you submit both an application and the signature form by the funding deadline.

After the funding deadline, the ELN staff will review all applications and email you directly with a funding decision. This can take between 1-3 weeks, depending on the volume of submissions. After funding decisions are announced, the transfer of funds may take several weeks to be finalized.

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