

The Undergraduate Engineering Student Travel Fund Application

The Undergraduate Engineering Student Travel Fund is established to support undergraduate students in their Professional Development. Funds are allocated to students who will participate in an event or activity that exhibits their course work and will enhance their professional development as engineers, technologists, or computer scientists. These events include, but are not limited to, programs or projects led by students, and participation in national or regional conferences or competitions.

Undergraduate student supplemental professional development funds are administered through the Dean's Office in the College of Engineering. These funds will be distributed using the following criteria, constraints, and application process indicated below. These funds are supported through the College of Engineering Fees.

Submission Deadlines: 5th of every month through May to eng.academics@unt.edu

Eligibility criteria and procedures for application and administration of the College of Engineering undergraduate student professional development funds are subject to the following constraints:

Who can apply?

- The undergraduate student must be in good standing at UNT.
- Only undergraduate students enrolled in the College of Engineering may receive funding.
- The application must show direct correlation to their class instruction.

Applications must be submitted to the Office of the Associate Dean of Academic Affairs eng.academics@unt.edu by:

- A student or a group of students.
- Applications must be submitted **before** the professional development event or activity start date.

How can funds be used?

- The funds may be used only for professional development activities where the student will meet, network, be part of a project, or participate in a competition with other students or with professionals in the area of interest of the student, or the organization/group to which the student is affiliated where the activity is from an assignment in a course taken by the student

Factors that contribute to the approval of the application:

- All eligible engineering students may apply to request support from this fund.

How will funds be disbursed?

- Students/student groups must submit a 300-word report describing the experience and at least one picture of the event after returning from the event. Where the application is from a student group, one report may be submitted with a clear demarcation of how each supported student engaged in professional development from the result of their classroom instruction. The report should be submitted to eng.academics@unt.edu before any request for reimbursement is filed.
- **Reimbursements to the student(s) will be issued only upon completion of the event. Itemized** receipts that show payment has been made for all transactions must be provided and will be reimbursed up to the awarded amount. Any expenses above the award are the responsibility of the student(s). All university/state restrictions on travel apply.
- **Once the funds are awarded, visit with the designated staff person in the Dean of Engineering Academic Affairs division** to assess if pre-payment of some expenses is feasible in accordance with UNT budget guidelines.

Clarifications:

- There is no entitlement to a minimum annual amount of professional development funding for any undergraduate student.
- This supplemental funding may not be used to cover expenses that are already being reimbursed by another agency or funding source(s).
- Applications will be evaluated using the following criteria (other aspects may also be considered):
 - Number of applicants and available budget
 - Professional development effectiveness of the event that will be attended
 - Specificity of itemized budget

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Period of Event that you will attend _____ to _____

Type of Event (conference/competition/development/other-describe) _____

Please, attach a copy of the event/conference announcements

Participant(s)

Student Name(s)	Student ID	Department	Related Workshop/Activity	Course Number and Title

Provide an itemized budget representing your anticipated expenses.

Student Name(s)	Student ID	Department	Description of Expenditure	Amount

List any and all additional funding you have applied for, and the amount requested/received

Funding Type	Amount Requested	Amount Received



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Describe the professional development that you expect to get from this event. (Groups can have a summary professional development statement provided below and an individual statement for each person in the group indicating personal professional development expected on separate sheets)

Are you submitting your application as:

- a group of students
- an individual student

If a group, include the supervising Faculty signature below:

Name of Student Organization President / Supervising Faculty

Signature of Student Organization President / Supervising Faculty

Date _____

Name of Student

Signature of Student

Date _____

Do NOT Write Below This Line

For Administrative Use Only

Approved Associate Dean

Denied Date

Reason(s) _____