

**McNair Scholars Program**  
Funding Request for Research Conferences

*Instructions: Please complete this form and obtain your faculty mentor's signature. The completed form should be dropped off to the McNair Office in Hood House, Room 210. Students will be notified of funding status and further instructions via email. Abstracts, posters, and/or any other presentation materials must be reviewed and approved by the student's faculty mentor prior to submission.*

Type of Conference (select one):  McNair  Non-McNair (i.e., conference within discipline)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Mentor: \_\_\_\_\_

Date(s) of proposed Travel: \_\_\_\_\_

Title of Research Conference: \_\_\_\_\_

Sponsoring Organization (i.e., School):

\_\_\_\_\_  
\_\_\_\_\_

Location (City, State): \_\_\_\_\_

Please select the format of your research presentation:  Oral  Poster  Both Oral and Poster

Presentation Title: \_\_\_\_\_

\_\_\_\_\_

Do you plan to meet with prospective graduate departments and/or faculty members?  Yes  No  
If you are planning to meet with faculty member(s), please provide their name(s) and department(s) and denote the time and date of your meeting. Please include a copy of your email correspondence with the faculty member(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objectives/Goals for the proposed travel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMPLETE THE SHADED SECTION FOR NON-McNAIR CONFERENCES ONLY

*If you are presenting at this Non-McNair Conference, you must first submit an application through the Hamel Undergraduate Research Center to receive a grant for your transportation cost(s) and registration fee(s). You can find more information about their application at <https://www.unh.edu/undergrad-research/research-presentation-grants>.*

### Proposed Budget for Travel:

*This section must be completed by the student. Funding Requests MUST be submitted a minimum of three weeks in advance for students needing air travel.*

**Transportation:** \_\_\_ Air \_\_\_ Train \_\_\_ Bus \_\_\_ Car Budget: \_\_\_\_\_

**Lodging:** \_\_\_ Hotel \_\_\_ Dorm \_\_\_ Other (Stay with Family/Friend)

Lodging, If Hotel or Dorm: # of nights \_\_\_\_\_ x Rate \$ \_\_\_\_\_ = Budget: \_\_\_\_\_

**Registration Fees:** \_\_\_ Yes \_\_\_ No Budget: \_\_\_\_\_

**SUB-TOTAL:** \_\_\_\_\_

### Meals:

How many meals are included in the registration fee? \_\_\_\_\_

How many meals are not included in the registration fee? \_\_\_\_\_

Please provide the # of meals not included: \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner

**McNair Staff Only:** Additional Funds for meals: Budget: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

*By signing this document, you acknowledge that if McNair pays for your registration fee, transportation, or lodging and you fail to attend or give yourself adequate time to cancel your registration, you will be required to refund the McNair program for all costs associated with this conference.*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of McNair Staff: \_\_\_\_\_ Date: \_\_\_\_\_

### McNair Staff Only:

\_\_\_\_\_ FUNDED

\_\_\_\_\_ NOT FUNDED, explain: \_\_\_\_\_