

**UNLV DEPARTMENT OF ENGLISH
RESEARCH RESOURCES FUNDING REQUEST FORM FOR SUMMER 2023
GRADUATE STUDENT CONFERENCE AND RESEARCH TRAVEL**

Advanced graduate students may seek funding support for one program-related academic conference or thesis/dissertation-related research trip per year. Discuss academic travel plans with a Faculty Sponsor (academic advisor or program coordinator) prior to applying for funding or booking accommodations.

FACULTY SPONSORS: *The RRC requests a brief statement of endorsement (below) explaining the value of the academic travel destination to your advisee's research focus or thesis/dissertation plan.*

Academic travel outside the US must be filed with UNLV's [International Travel Registry](#) to qualify for funding from university sources, while travel to all destinations requires department chair approval. Trips involving travel by rental car or privately-owned vehicle must abide by the policies and restrictions outlined in UNLV's [Vehicle Use and Safety Program](#).

Students supporting BMI or the UNLV writing program at the Association of Writers & Writing Programs' annual conference should instead complete the AWP Travel Support form.

This fillable PDF must be completed natively in Adobe Acrobat and requires electronic signatures from the prospective traveler and their faculty sponsor. Click [here](#) for information on Adobe digital signatures.

PERSONAL AND TRIP INFORMATION

LAST NAME	FIRST NAME	APPLICATION DATE
GRADUATE PROGRAM	PROGRAM STATUS	FACULTY SPONSOR
DESTINATION (<i>City and State or Country</i>)	DEPARTURE	RETURN

CONFERENCES AND OTHER PRESENTATIONS

Complete this section if the purpose of your trip is to present work at a panel or symposium, give an invited talk or reading, contribute to an academic seminar, workshop, roundtable discussion, or other professional activity.

NAME OF CONFERENCE OR OTHER PRESENTATION VENUE

NAME OF YOUR CONFERENCE PANEL, SEMINAR, WORKSHOP, OR ROUNDTABLE

TITLE OF YOUR PRESENTATION, PAPER, OR OTHER ACADEMIC CONTRIBUTION

CURRENT STATUS OF YOUR PRESENTATION OR PAPER

INVITED

PROPOSED

ACCEPTED

FACULTY SPONSOR ENDORSEMENT *for conference contribution (above) or research destination (below)*

THESIS/DISSERTATION-RELATED RESEARCH TRAVEL

Complete this section if the primary purpose of your trip is access to an archive, special collection, or research site. To qualify for RRC research funding, your project must be fully vetted by the faculty sponsor noted above.

NAME OF LIBRARY, ARCHIVE, OR OTHER RESEARCH DESTINATION

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List the key materials you plan to access, highlighting the value of these resources within your research plan.

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TRAVEL BUDGET ESTIMATE

AIRFARE (if flying)		
MILEAGE (if driving a POV) <i>POV Authorization Form Completed?</i>	https://www.unlv.edu/controller/travel-program/mileage miles @ per mile =	
CAR RENTAL <i>(State vendors only)</i>	https://www.unlv.edu/controller/travel-program/car-policy Hertz Enterprise/National	
MEALS & INCIDENTAL EXPENSES <i>(per diem)</i>	(within the US) http://www.gsa.gov/portal/category/21287 (outside the US) https://aoprals.state.gov/web920/per_diem.asp days (first/last) @ per day = + full days @ per day = =	
LODGING	nights @ per night =	
GROUND TRANSPORTATION <i>(airport shuttle, taxi, Uber/Lyft, public)</i>		
CONFERENCE REGISTRATION FEE (including any student discounts)		
GPSA FUNDING	APPLIED PENDING AWARDED	
TOTAL TRAVEL FUNDING REQUEST (USD)		
<i>(RRC use only)</i> RESEARCH RESOURCES FUNDING APPROVED		

APPLICANT
SIGNATURE

RRC CHAIR
SIGNATURE
(Funding Auth)

FACULTY
SPONSOR
SIGNATURE

DEPT. CHAIR
SIGNATURE
(Travel Auth)