**Conference Grant Application Instructions**

Undergraduate Research Programs provides support for undergraduates who are presenting their research at professional conferences in their field. The decision to fund students is based on the quality of student proposals, overall academic records, and recommendations from faculty mentors. Conference funding proposals will be reviewed on a rolling basis until funds are exhausted.

Important Instructions:

1. If you need to book airline travel, you must use an [Emory Approved Travel Agency](https://finance.emory.edu/home/procurement/travel/resources.html) to purchase airline tickets. Alternatively, you may contact the Undergraduate Research Program Office and they will purchase tickets for you using an Emory Approved Travel Agency. ***If you purchase tickets on your own using a non-Emory provider, we will not be able to reimburse your airline travel.***
2. Only students that have been accepted to present at a conference are eligible to apply for an Emory Conference Grant.
3. In the application, you will be asked to provide the following information:

* What is the conference the student will attend?
* What is the relevance?
* What type of presentation will the student make?
* Why is this experience of value to the student's educational goals?
* What impact will attendance have on the student’s career goals?
* What will the student gain from the experience?

**Other Items**

* + You will need to provide your conference abstract.
  + You will need to upload evidence (e.g., email/letter) showing your abstract has been accepted.
  + You will need a letter of support from your Emory Reseach mentor.
  + You will need to provide a detailed budget.