

GUIDE FOR WRITING A TRAVEL AWARD REPORT

I. Introduction

Undergraduate Travel Grants are designed to support the scholarly activities of ETSU undergraduate students, specifically in terms of defraying all or part of the costs for undergraduates to present their work at meetings. The Office of the Provost and the Honors College are pleased to provide awards to support undergraduate travel to attend conferences and present their scholarly works. In return awardees are asked to provide a brief report soon after the conclusion of the conference.

II. Elements of the Report

The report need not be lengthy. One or two paragraphs will generally suffice.

The report should contain certain “boilerplate” items, including:

- Name of the awardee.
- Name of the faculty mentor and Department.
- Conference attended, including title and sponsor.
- Date of attendance.

An example:

Awardee: Jane Doe
Faculty Mentor: John Smith
Department: Curiosity & Inquisitivity
Conference title: The Art of Michelangelo
Sponsor: Michelangelo Society
Dates: 00/00/00 to 00/01/00

The report should provide

- an overview of the conference,
- an overview of your presentation, and
- a description of relevance and impact of your participation in the conference for your studies and/or career goals (for example, how the experience has inspired, motivated, or assisted you).

Again, one or two paragraphs will usually be adequate. The entire report should not exceed two pages, using typical page margins and standard font size (11pt or 12pt).

III. Submission Process

Please submit the report as Word document or pdf attachment via email to

durca@etsu.edu

In the email the subject line should be, "Report for Travel Award".

The body of the email message can be minimal, such as, "Please see the attached report regarding conference participation supported by a Travel Award," along with a valediction and your name.

Please direct questions to Richard Ignace, Director, by email to ignace@etsu.edu, or by phone at 423 439-6078.

- ◇ **MOTTO:** Pursue your passion.
 - ◇ **MISSION:** To promote and advance the sciences, humanities, and arts by engaging and supporting undergraduates in research.
 - ◇ **VISION:** To make undergraduate research an integral part of the university experience at ETSU.
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