

**SOURCE**  
**Support of Undergraduate Research and Creative Endeavors**  
**Travel Fund Application**

The purpose of the SOURCE Travel Fund provides monetary support to students who are traveling to undergraduate and professional conferences and performing arts opportunities to present their undergraduate research or creative project.

**Eligibility**

All undergraduate students at Case Western Reserve University are eligible to apply for travel assistance. However, in order to maximize the program coverage, students can receive only one SOURCE Travel award.

Preference will be given to requests made for travel to present work associated with courses, research, or creative endeavors undertaken at Case.

**Award Description**

*SOURCE Provost Funding* – Award amounts of up to \$600.00 are available.

**Application Description**

A completed application consists of the following:

A completed application form

The Faculty Support Form

**Deadline**

There is no deadline for submitting a completed application file. Completed application files will be reviewed and awards made on a continuous basis.

No incomplete files will be reviewed.

Funding is limited, so application files will not be reviewed after all funds have been allocated. The web site will note as soon as possible when no funding is available.



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**I. Identification Information**

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Last Name	First Name	MI	Email Address
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Campus Address	Phone	Expected Graduation
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Academic Major I	Academic Major 2/Minor
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**II. Travel Information**

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Conference/Travel Title	Conference/Travel Dates	Location
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Sponsoring Organization/Association for Conference (if applicable)

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Purpose for Travel/Attending Conference (presentation: paper, poster; other). Provide title.

In the space below, please provide details about your travel purpose. Include information about your work, faculty sponsor, where/when you did the work, etc.

How is this travel part of your overall educational plan and goals?

**III. Budget Information**

Itemized Budget

Registration \_\_\_\_\_

Hotel \_\_\_\_\_

Travel to/from event \_\_\_\_\_

Travel within location \_\_\_\_\_

Other expenses (provide details in your budget justification) \_\_\_\_\_

Estimated cost of trip \_\_\_\_\_

*TOTAL AMOUNT REQUESTED* \_\_\_\_\_

Budget Justification:

**IV. Commitment**

Signature below (or emailing this completed form) documents agreement.

To use the travel funds as requested, providing receipts as needed.

To participate in the SOURCE Undergraduate Symposium and Poster Session

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Student Signature

Date



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**Faculty Support Form**

Student Applicant: Please complete the top part of the form and forward the form to your faculty supporter/mentor/sponsor, etc.

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Student Name \_\_\_\_\_ Email \_\_\_\_\_

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Faculty Sponsor Name \_\_\_\_\_ Department \_\_\_\_\_ Institution (if not Case) \_\_\_\_\_

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Faculty Email, campus address, and phone number \_\_\_\_\_

Check one:        \_\_\_\_\_ I waive my right to inspect this form.

                         \_\_\_\_\_ I do not waive my right to inspect this form.

The above name student has requested that SOURCE provide travel support in the amount of \$ \_\_\_\_\_ to attend \_\_\_\_\_

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1)     In what capacity have you known the applicant?

Please complete the next part using the following scale:  
5= Strongly Agree    4=Agree        3=Neutral        2=Disagree        1=Strongly Disagree

\_\_\_\_\_ The student's travel request is valid

\_\_\_\_\_ You are aware of the project, which this student is presenting (if applicable)

\_\_\_\_\_ The travel plans will contribute to the student's educational experience

\_\_\_\_\_ Funding is limited, identify your level of agreement that SOURCE support this student's travel plans

\$ \_\_\_\_\_ Amount you recommend for SOURCE to provide.

Please send completed form to [sheila.pedigo@case.edu](mailto:sheila.pedigo@case.edu) or campus mail to Sheila Pedigo, Nord Hall 304D, LC 7240.