**Delaware INBRE Travel Funds Request Form**

**Undergraduate and Graduate Students**

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| Last name  | First name |  |
| University |  |  |
| Email |  |  |

Undergraduate Student ☐ Graduate Student ☐

*Please prepare an application for support with the following information, including this cover page, and send to* *inbre-education@udel.edu* *:*

1. Abstract of the work to be presented
2. Acceptance letter from conference organizers
3. PDF of the conference web home page with conference URL
4. Author list of presentation (first author presenters previously funded as INBRE summer scholars or INBRE graduate students will get preferred support)
5. Itemized Budget (maximum request $500)
6. Letter from the research mentor explaining the relevance of the presentation to the student’s INBRE supported work

**Review.** Once the proposal (and budget if requested) have been completed and submitted, the package will be forwarded to the appropriate reviewers for the approval process. If any questions should arise, these will be relayed to you for clarity. A final decision based on the review as to whether Delaware INBRE will proceed with the request will then be made once the approval process is complete.

**Eligibility:** Eligible students are those who were involved in the INBRE program as undergrads, Delaware State University graduate students who are INBRE funded, and students working in current INBRE pilot project labs on the pilot project proposal work.