

**University of Memphis**  
**History Department Undergraduate Travel Grant**  
**Information and Application Form**

Undergraduate history majors are eligible for travel funding to complete original research or to present their work at scholarly conferences. Up to one grant of \$500 will be awarded per semester.

**Deadlines**

*For travel during:*

Spring 2015

Summer 2015

Fall 2015

*Applications are due:*

By 4:00 PM on October 15, 2014

By 4:00 PM March 16, 2015

By 4:00 PM July 15, 2015

Applications will be adjudicated by a committee of history faculty members. They will be judged on the scholarly merit of the project and the importance of the travel to the student's personal and professional goals.

History majors with a History GPA of 3.5 and an overall GPA of 3.25 are eligible to apply, with the following exceptions: students may only apply only once per application cycle; students who win a grant must wait a full year to apply for another grant. Students who do not meet the GPA requirements may apply with an attached explanation of their GPA.

Students who apply for this grant are also strongly encouraged to apply for other travel funding, such as:

- CAS Travel Enrichment Grants: <http://www.memphis.edu/cas/travel-enrichment-fund.htm>
- SGA Travel Funds: <http://www.memphis.edu/sga/travel.php>
- Helen Hardin Honors Program Funding to attend the National Conference on Undergraduate Research: <http://www.memphis.edu/honors/>

**Fill out and save this form as a PDF to include with your application materials.**

Name:

U#:

Local address:

Local telephone # or cell:

Email address:

Number of earned credit hours:

Major (include secondary major, if applicable):

Minor (if applicable):

History GPA:

Overall GPA:

Reason for Travel:

Research

Conference Presentation

Travel Destination:

Travel Dates:

Total Projected Budget for Trip:

Faculty Recommender:

***Include the following in your application:***

1. Filled out Application Form.
2. Typed Statement of Intent and Purpose detailing a) the destination of your trip and the travel dates, which must be consistent with your actual travel should you win the grant; b) the research you will conduct on your trip or present at a conference, and c) the role of this travel in your overall personal and professional goals. Your statement should be no more than 500 words for a conference application and no more than 1000 words for a research application.
3. Typed resume that includes your work and academic experience, as well as any academic scholarships, prizes, or awards you have received.
4. Unofficial transcript
5. Letter of recommendation from a member of the University of Memphis history department, to be submitted directly to Dr. Sarah Potter ([spotter1@memphis.edu](mailto:spotter1@memphis.edu), 111 Mitchell Hall) by the faculty member. Please request your letter of recommendation as far in advance of the deadline as possible.
6. Proof of acceptance to conference, if applicable.
7. Detailed budget that must include:
  - Travel expenses:
    - If traveling by plane, include the price of the ticket and any taxis you will need to travel to/from the airport.
    - If traveling by car, use Mapquest to calculate the distance you will drive (roundtrip). Multiply that number by 47 cents per mile.
  - Lodging expenses (Make sure that your lodging expenses do not exceed those outlined on the University's Travel Page for your destination:  
<http://bf.memphis.edu/finance/accounting/travel.php>)
  - Per diem for every day of travel to cover meals and incidentals (for rates, see the University's Travel Page: <http://bf.memphis.edu/finance/accounting/travel.php>)
  - Conference Registration and other fees (if applicable)
  - Research expenses such as photocopying, etc. (if applicable)

**HAND IN AN ELECTRONIC COPY OF ALL APPLICATION MATERIALS  
(EXCEPT LETTER OF RECOMMENDATION) TO  
DR. SARAH POTTER, [spotter1@memphis.edu](mailto:spotter1@memphis.edu), BY 4:00 PM ON THE  
APPLICATION DEADLINE.**

**Contact Dr. Sarah Potter, Director of Undergraduate Studies, with any questions:  
[spotter1@memphis.edu](mailto:spotter1@memphis.edu)**