Presentation Award Contract
Undergraduate Research Office

Congratulations on the acceptance of your project at a professional conference. Your award money can be used to fund conference registration, travel, lodging, or food expenses.

Student Name: _____________________________________ Andrew ID: ______________

Faculty Advisor Name: _____________________________ Andrew ID: ______________

By accepting this award, you are agreeing to present your work at Meeting of the Minds Undergraduate Research Symposium in May following your conference.

Name of Conference: ___________________________________________________________

Conference Dates: _____________________________________________________________

Presentation Awards will be transferred to the advisor’s departmental account and dispersed through the department. We ask that the advisor and business manager make students aware of departmental and university procedures for processing travel expenses.

TO BE COMPLETED BY THE BUSINESS MANAGER:

Please indicate the Oracle GL String to which the Presentation Award should be transferred:

__ __ __ __ __ · __ __ · __ __ · __ __ · __ __ · __ __ · __ __ · __ __ · __ __ Award Amount: __________

Department: _________________________________________________________________

Business Manager Name: _______________________________________________________

Email: _______________________________________________________________________

Signature: __________________________ Date: ________________________________

Student Signature: _____________________________________________________________________

Faculty Advisor Signature: ___________________________________________________________________