**Insert Project Title Here**

**Student Name(s):**

**Home Department:**

**Student Email(s):**

**Primary Faculty Mentor Name and Department:**

**Additional Faculty Member(s) Name and Department(s):**

**Name of Conference (no abbreviations):**

**Travel Dates:**

**Travel Location (city, state/province, country):**

**Type of Presentation (e.g., Oral, Poster, or Other):**

**Has the presentation been accepted? YES** [ ]  **NO** [ ]

**Does $800 cover all travel expenses? YES** [ ]  **NO** [ ]

**Have all travel arrangements been established? YES** [ ]  **NO** [ ]

**Institutional Review Board (IRB) number for projects involving human or animal subjects (leave blank if not applicable):**

**Institutional Impact Statement (written by faculty mentor; 200 words max):** *Describe the benefit to the institution related to this research activity (preliminary data for pursuing external funding, plans to publish/present, development of intellectual property, collaboration with reputable institutions, etc.).*

**Student Impact Statement (written by faculty mentor; 400 words max):** *Describe how this work will positively impact participating undergraduates immediately and in their future endeavors.*

**Project Abstract (700 words max):**

**Budget Table and Justification:**

Students must adhere to all KSU and USG regulations regarding travel. For example, it is not permissible to stay in a domestic Airbnb, and if you do, you cannot receive reimbursement. Before making plans, it is advisable to consult with the [KSU Travel Team](https://fiscalservices.kennesaw.edu/travel/index.php) to ensure compliance.

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| CATEGORY | Amount |
| Registration |  |
| Per DIEM |  |
| Airfare |  |
| Lodging |  |
| Total Request (cannot exceed $800) |  |

 **Registration –**

 **Per Diem –**

 **Airfare –**

 **Lodging –**