****

**Application for the Charles Latimer Jr. Psychology Student Travel Award**

The Department of Psychology at the College of Charleston values individualized and advanced student learning experiences. Such experiences include travel to professional conferences to present original research on topics relevant to psychological science. The Charles Latimer Jr. Psychology Student Travel Award will be given to Psychology majors to help support these endeavors by helping to cover student costs associated with attending the conference or other presentation venue. Specifically, timely and outstanding applications from Psychology Majors will be given full consideration for this award. **Applications are due by noon, February 4th, 2022**. This award will cover travel from January 2022 through June 2022. Applications **must** include the following:

1. **Application Cover Page:** All items on the cover page should be completed.
2. **Project and Travel Information Page:** All items on the project information page should be completed. Please include a description of the importance of the conference/meeting.
3. **Proposed Budget Table:** A completed budget using the appropriate budget form must be submitted. The total cost of the project (Latimer funding and other funding) should be clearly indicated. This page should be completed in conjunction with a faculty mentor.
4. **Project Description Page:** This section includes a personal statement from the student about the student’s academic and career aspirations and how this travel will help the student achieve these goals, a non-technical project abstract describing the project in terms understandable to a general audience, and a statement about the roles of the faculty and student in development of the presentation and expectations of mentoring at the conference.
5. **DegreeWorks Audit:** Please attach a copy of your DegreeWorks audit to your application. If you have received grades from another institution on coursework that counts toward CofC graduation requirements, then the unofficial transcript from the institution should be submitted with the application as well.
6. \*If applicable, copies of IRB/IACUC approvals. Proposal will be reviewed, however, grant funds will not be transferred until all approvals are received.
7. **Final Report Acknowledgement**: Finally, your receipt of this award entails a set of follow-up activities. You will be required to submit a copy of your poster or presentation slides within two weeks of your return. Awardees should also include a final budget report with a copy of the student’s Travel Reimbursement (TR). Furthermore, you will be asked to share your experiences, in writing,
8. **Application Submission Deadline**: The application materials must be submitted by noon on **February 4th, 2022**. They must be submitted electronically as a PDF to Dr. Adam Doughty (doughtya@cofc.edu). We look forward to receiving your outstanding applications.

****

**Latimer Psychology Student Travel Award Cover Page**

PROPOSAL TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY MENTOR APPLICANT: UNDERGRADUATE APPLICANT\*:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CofC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CofC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CofC ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Minor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Status: Current Enrollment Status:

 \_\_\_\_Tenured/Tenure-track \_\_\_\_Full-time (12 hours or more)

 \_\_\_\_Instructor \_\_\_\_Part-time (less than 12 hours)

 \_\_\_\_Visiting

 \_\_\_\_Adjunct

 \_\_\_\_Other (please specify \_\_\_\_\_\_\_\_\_\_\_\_\_)

\*If more than one student will be presenting a project, separate applications must be submitted for each student.

SECONDARY MENTOR APPLICANT:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project and Travel Information Page**

**DATES OF CONFERENCE TRAVEL (mm/dd/yy):** **From** \_\_\_\_\_\_\_\_\_\_ **To** \_\_\_\_\_\_\_\_\_

**LOCATION OF CONFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF CONFERENCE/MEETING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STYLE OF PRESENTATION:** ☐ORAL ☐ POSTER ☐ OTHER (PLEASE DESCRIBE):

**TITLE OF PRESENTATION/PERFORMANCE**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Authors, in the order listed for the Conference/Meeting: [PRESENTING AUTHOR(S) IN ALL BOLD CAPS. Undergraduate Author(s) indicated by asterisk (\*)]:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has the paper already been accepted for presentation at the designated conference? ☐ Yes ☐ No**

**If no, when was the abstract submitted and when do you expect to receive notice of its status?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount requested FROM LATIMER FUND:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT INFORMATION:**

1.Does the project involve research on human subjects? \_\_\_\_\_ Yes \_\_\_\_\_No

If yes, status of the **IRB** request (no funds can be awarded without a copy of the **IRB** approval):

 \_\_\_\_\_Submitted \_\_\_\_\_\_ Approved

2. Does the proposal involve research with live vertebrate animal subjects? \_\_\_Yes \_\_\_ No

 If yes, status of the **IACUC** request (no funds can be awarded without a copy of the **IACUC** approval): \_\_\_\_\_Submitted \_\_\_\_\_ Approved

**PRESENTATION INFORMATION: These sections MUST be completed.**

Brief Description of the Importance of Conference in Discipline of Inquiry:

If the paper has been presented or published in a forum either on or off campus, please specify the nature and location of these presentations (please note that multiple opportunities to disseminate results of faculty-student research will be considered an asset in proposal review):

**Proposed Budget Table**

Total cost of travel should include all costs. Expenses must directly relate to the dissemination of project results. Transportation costs should be itemized. Please make clear the mode of transportation and associated cost. Multiple applicants traveling to the same conference will be expected to carpool when possible. All items should be justified as critical to allowing the travel to occur (e.g., if air travel is requested, justification should address why car travel is impossible; if hotel costs are high, justification should address why this cost will not be shared among multiple student participants). If the total project or travel costs exceed the award limit, then description of how the excess will be funded, whether from another award, departmental funding, or personal contributions, must be included. The status (i.e., funded/pending, project dates) of this additional funding should be indicated. Budget costs must be as accurate as possible based on anticipated costs. Please refrain from submitting general “estimates” of expenditures. All travel expenses must be included. Please consult the College’s guidelines regarding per diem allowances, mileage reimbursements for travel by car, and due dates for approval. State Travel Authorization Forms and Travel Reimbursement Forms must be completed for the student who receives the grant, not by the faculty member with the intent to reimburse the student. This page should be completed in consultation with the faculty mentor.

**The table below must be complete to ensure review of your project. Any items that are left incomplete will render the application ineligible for review.**

Are there other applications for funding for this project and/or travel for the presentation of this project that are either currently funded or pending/submitted/planned for this research/creative work?\_\_\_\_\_\_ Yes \_\_\_\_\_No

List the source(s) as well as amount of request and dates of award from departments/programs/offices at the College of Charleston: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the source(s) as well as amount of request and dates of award from sources external to the College of Charleston:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Itemized Budget with Justification**

|  |  |
| --- | --- |
| Items Requested for Full or Partial Support and Justification: | Amount: |
| Justification:  |  |
| Justification:  |  |
| (3)Justification:  |  |
| **Total Cost** of Travel:  |  |
| ***Funding Request*** (see funding limits above) for Funding of this Project: |  |
| If **Total Travel Cost** exceeds the ***Request*** for this Project then describe source, amount, and status (request submitted, awarded, *etc.*) of other funding support: |  |

**This Page of the Application May Be Expanded To One Additional Page If Needed**

**Project Description Page**

**1. Student Statement of Intent:**

A Student Statement of Intent (12 pt font, 1 inch margins, single spaced, Times New Roman, no more than 500 words) written by the student applicant, in which the student discusses his or her academic and career aspirations and explains, in specific and persuasive terms, the importance of the research presentation to achieving those goals. The student should describe the forum in which the presentation will be made and the work that will be required to prepare for the presentation. In cases where the student has a GPA lower than 3.0 and/or is taking fewer than 12 hours of coursework, he or she must include an additional statement (no more 250 words) explaining why the GPA is not a valid reflection of his or her academic preparation and/or why the student is enrolled on a part-time basis. A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

**2. Non-Technical Project Abstract:**

The Non-Technical Project Abstract is a critical component of the application. This section must be written by the student, but should be reviewed by the faculty mentor for its accuracy and appropriateness. The abstract should be written in 12 pt font, Times New Roman, 1 inch margins, single spaced, and should be no more than 150 words in length). The student must provide a brief description of the nature of the research project or creative work that has been completed and a summary of the results that will be presented at the conference. The abstract should be written in a tone appropriate for a general academic audience so that it is understandable to scholars from outside the discipline of the proposed project. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline.

**3. Roles Statement:**

Roles Statement. This statement should be written by the mentor. (12 pt font, Times New Roman, 1-inch margins, single spaced, and no more than 200 words in length). The review committee places high priority on the quality of mentoring in funded projects; therefore, the mentor should pay careful attention to this statement of how he or she will mentor the student throughout the preparation and presentation process. In this statement, the faculty member should make clear the role of the student in the presentation. The faculty member’s role in the presentation and its preparation should also be addressed. If the student will not actually do the presentation, the faculty member must address why this is the case and provide substantial justification for the importance of having the student attend the conference/presentation forum. It is expected that the student will be formally recognized (name in program, on title, etc.) for his/her contributions to the work product being presented or exhibited. A professional conference provides opportunities for students well beyond their actual presentation. Please indicate how on-site mentoring will be accomplished at the conference in order for the student to take full advantage of the opportunity. Strong preference will be given to applications where the research mentor (or appropriate substitute) will attend the conference with the student in order to fully engage the student in the conference events. If the mentor does not plan on attending the meeting, please indicate how these goals will be accomplished.