



Request for Research Travel Funds

Scholar Information

Name: _____ Date: _____

Major: _____ Junior Senior

Mentor Name: _____

Mentor Department : _____

Human Subjects

If your research involves interacting with humans this request will not be approved if you do not include a copy of your human subject's approval for this project. This is a University of California requirement.

Research Travel Information

Type of research to be conducted: _____

Date(s) Research is to be conducted (MM/DD-DD/YR): _____

Research Location: _____

Please include with this form a detailed research itinerary that contains the following:

Research Itinerary

- 1) Who will you be meeting with?
- 2) What day(s) you will be meeting with him/her/them?
- 3) What is the approximate length of time you will be meeting with each subject?
- 4) What time do you anticipate doing research?
- 5) Where do you plan on doing this research?
- 6) What type of work will you be doing?

What costs will you incur by performing this research? (Please itemize your costs per day that you are requesting payment for from the McNair Program.)

Item:	Cost:
Air Travel	
Hotel/Lodging Accommodation <i>What hotel rate, how many nights?</i> *We can only approve up to 4 nights*	
Ground Transportation <i>Train, bus, taxi, car rental, etc.</i>	

Meals <i>How much are you requesting per day?</i>	
Other (please explain and be specific):	

Please specify any additional sources of funding you are receiving: _____

General travel

Be aware that if it appears that this may be a combination of research and a family/vacation visit, we will not be able to consider full funding for this if this is the case. It ultimately depends on your itinerary.

Items in addition to this form

- You will also need to complete the Travel Pre-Approval Form: http://mcnair.ucsb.edu/documents/travel-request-for-travel-approval_distributed.pdf.
- You will need to include a complete itinerary, similar to what you would see in a conference agenda.
- Invitation from the graduate program, letter, or email inviting you to their campus or requesting you attend an interview.

Post Travel

You will need to submit a comprehensive final project before you will be reimbursed.

- **Library Research:** we will need a literature review along with any transcription you do.
- **Interviews:** we will need a 5 page general research overview of your trip along with any transcription you do.

Please also be aware of the following:

- We cannot approve travel that is longer than 4 nights/5 days.
- Federal funds are not to be used to support any leisure or personal activities.

I agree to provide the UCSB McNair Scholars Program with a final report from the research conducted using the program funds within a week of the end of the research travel.

I have read over the entire form and ensure that the information above is accurate to the best of my knowledge.

Print Name

Signature

Date

FOR OFFICE USE ONLY

Item Request: Accepted Denied Incomplete

Fund to be used:

Date: _____