Award Information
The Falcon Research & Educational Opportunities FREO Award is funded through the Division of Student Affairs and Leadership. The award is designed to encourage students to get involved in research and educational opportunities (conferences) to enhance their university experience. The award is offered to UTPB students to assist with the cost of travel expenses, registration, and materials. Awards may be up to $500.00 for each student. The FREO committee will review all award applications and documentation provided. You will be notified in writing of the committee’s decision. Note: This program does not help support research.

Section for Individual Student Requests
First Name ___________________________         UID ___________________________
Last Name ___________________________
Address ________________________________________________________________
City, State, Zip ________________________________
Phone Number ___________________________         E-mail Address ___________________________
Major(s) ___________________________                      Expected Graduation Date __________________
Faculty Supervisor Information
________________________________________________________________________
Name of Faculty Member (print) ______________________________________
Faculty Supervisor Signature of Approval    Date __________________________
Department of Faculty Member ______________________________________

Section for Student Organizations Requests
Organization Name _________________________________________________________
Student Representative ___________________________                  Phone Number ______________
E-mail Address _________________________________________________________
________________________________________________________________________
Name of Advisor ___________________________                   Advisor Signature of Approval    Date __________________________

Please complete steps 1 through 5 for application to be reviewed. Incomplete applications will be denied.

1) Dates of Travel ___________________________                  Destination ___________________________
Amount Requested ___________________________
Are you requesting/receiving funds from another department? __Yes  __No  Department____________________    Amount_______

2) Financial Statement
On a separate sheet of paper, please discuss your ability to complete your proposed research presentation or educational opportunity with or without financial assistance from the University. List any expenses you expect to incur in completing your presentation or experience, including expenses for travel, materials, and equipment. Please itemize this list (e.g., flight, hotel cost per night, conference registration, etc). If two or more students are sharing expenses for the trip (hotel room, car rental, etc.), each student should include their portion of the shared expenses in their financial statement.
3) **Description of Project**
Please attach a description of your proposed research presentation or educational opportunity. Those requesting funds to attend a conference must submit detailed supporting documentation regarding the conference (e.g., copy of an email showing that your project was accepted to the conference). Applications where the student is presenting research or actively participating in the conference will be given priority.

4) **Personal Statement**
Please describe how this presentation or educational opportunity experience will help shape your undergraduate or graduate experience. In your answer, please be sure to address why you are pursuing this project or conference.

5) **Benefit to the University**
Please indicate how this presentation or educational opportunity will benefit UTPB.

**Award requirements**
- The award application and supporting documentation must be submitted at least 4 weeks prior to travel date to the Division of Student Affairs and Leadership for review.
- The recipient must be a UTPB student.
- Awarded funding may only be used for registration, lodging, travel (i.e. airfare and vehicle rental) and materials used for presentation.
- All travel arrangements will be completed by the Division of Student Affairs and Leadership. Please note we must have paperwork 10 days prior to travel to ensure the request is reviewed and approved prior to departure. Our department is responsible for preparing travel arrangements and will complete the proper paperwork required to make reservations.
- A travel authorization must be completed by all appropriate university administrators.
- Once the travel request is approved by all appropriate university administrators, the original request is filed in the Division of Student Affairs and Leadership responsible for preparing travel arrangements.
- Please note receipts are required and receipts must be consistent with the dates of travel and submitted no later than thirty days after the conclusion of the travel. If not submitted within deadline, reimbursement may be denied.
- A summary of knowledge gained and an overview of the trip must be turned in to the Division of Student Affairs and Leadership within one week of the return date.

Please submit this form to The University of Texas of the Permian Basin, Division of Student Affairs and Leadership, Room 4274, located in the Mesa Building.

I hereby affirm that I understand the above requirements regarding this allocation request.

_______________________________________  ____________
Student’s Signature  Date

_______________________________________  ____________
Organization Representative Signature  Date