



The University of Texas of the Permian Basin
Falcon Research & Educational Opportunities Award Application

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