



## AU Honors - Conference Funding Application

Students may apply for this funding to help support costs associated with presenting their work at conference. This funding is open to any AU Honors students during their four years in the program. Applications are accepted on a rolling basis.

Funding is available up to a maximum of \$500 per student to help offset the costs associated with conference registration and travel. Students are not guaranteed any funding, nor will AU Honors necessarily fund an entire request. Students are encouraged to seek resources from their academic departments and the Center for Undergraduate Research.

The AU Honors office will notify applicants within 5 business days of receiving a completed application if they will be granted funds. Students should work with the AU Honors office to coordinate how the money will be spent, and efforts should be made to have AU Honors make purchases directly, rather than students pay out of pocket and being reimbursed.

### Letter of Support:

Applicants should ask the faculty member associated with the work the student is presenting. For example, if a student is presenting work from a past Economics class, the professor from that course should author the letter of support. The letter should outline the faculty member’s support for the funding request. Faculty should email the letter of support as an attachment to [honors@american.edu](mailto:honors@american.edu) with the subject “Conference Funding Letter of Support for [STUDENT NAME].”

### Spreadsheet of Expenses:

Applicants should create a spreadsheet with the columns below, listing in priority order the items for which funding is requested. It is important to be as specific as possible. Include the item description, quantity, price, and a link to the item (where applicable).

- Do not estimate expenses. Obtain quotes from vendors where necessary.
- Reach out to AU Honors for assistance if you need to contact a vendor.

Priority	Item Name	Description	Quantity	Price	Link
1					
2					
3					
			<b>Total:</b>	<b>\$</b>	

### Application Submission:

Please be thorough in your application. Only completed applications will be reviewed. Email the following items to [honors@american.edu](mailto:honors@american.edu)

- Completed Conference Funding Application
- Excel spreadsheet of expenses



AMERICAN UNIVERSITY  
WASHINGTON, DC

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### **Description of Project/ Research:**

Provide a brief description of why you are requesting funds (limit of 2000 characters):

Contact Honors if you have any questions about completing this funding application.  
You can reach us at [honors@american.edu](mailto:honors@american.edu), in Hughes 105, or at 202-885-6194.



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**Need for Funding Description:**

Provide a brief explanation of why you are requesting funds. Be sure it answers the following (limit of 2000 characters):

- Specify how funding the items requested would enhance your undergraduate experience.
- If the funding is essential to completing the project or participating in the conference, include this in the description.
- Explain the sources of funding that you are utilizing.

**Amount of Funding:**

Please indicate the amount of funding requested. Note: this amount should match the total on the spreadsheet you attach to this application.

Example: 245.00

**Amount Requested:**

**Before you submit your application, did you:**

Contact faculty mentor asking them to email letter of support?

Create a spreadsheet of costs to attach to your application?