

Applicant Last Name _____ First Name _____ M.I. _____ ^W Student Number _____

Dean and Sandy Blinn Travel & Research Fund Criteria and Process
Undergraduate and Graduate Students

Application Guidelines: Undergraduate and Graduate students may apply. Students may only apply for this fund one time per conference/meeting presentation. The fund application is available once per quarter for three quarters, fall, winter and spring. One student will be selected for each quarter. You may apply for this fund in the quarter prior to the quarter in which you will present work at a conference, thereby procuring potential funding well in advance of your conference date.

Purpose:

The Dean and Sandy Blinn Travel & Research Fund endowment was established by Dean and Sandra Blinn to celebrate the success of the College of the Environment and to support faculty-mentored student research. Funds are intended to support student research expenses with priority given for student travel to state and/or national meetings to present research.

Accepted Use of Funds:

This fund can be used for the following expenses:

- Conference registration.
- Travel related expenses (e.g. air fare, bus fare, state rate mileage for use of personal vehicle, per diem meals, per diem hotel/motel, etc.)
 - Note: Conference registration, air fare, and hotel/motel expenses are paid directly from fund by following steps below. State rate mileage and per diem meals are reimbursable.

Restrictions:

- Maximum award for each recipient is \$450.00.
- Fund to be used for travel to present faculty sponsored research.
- You are welcome to submit applications for and combine monies from other scholarships and grants to supplement this award for your conference and travel expense.
- This funding requires a University Travel Authorization, before travel and a Travel Expense Report, including receipts after travel. One Travel Authorization and one Travel Expense Report per student per trip regardless of multiple funding sources.

Application Process:

1. Provide a copy of your research abstract.
2. Detailed travel budget (fill out supplemental section below):
 - a. Name, date, and location of conference.
 - b. Total amount required and total amount requesting.
 - c. Itemized breakdown of travel expense, items and amounts already funded by other sources; specify sources and contact information.
 - d. Pending funding requests – specify source. Amounts requested or soon to be requested from other sources.
3. Submit all application materials to the Scholarship, Research, and Creative Opportunities Committee (SRCO) by mailing to Ingrid Patrick, College of the Environment, Western Washington University, 516 High Street, MS-9079, Bellingham, WA 98225 or hand delivering to Ingrid Patrick, ES 539. Questions? Call (360) 650-6744 or email Ingrid.Patrick@wwu.edu
 - a. Funding decisions will be made by the SRCO Committee approximately two weeks after application submission.
 - b. If you are a recipient your travel arrangements must be made by scheduling an appointment with Ingrid Patrick, Ingrid.Patrick@wwu.edu, 360-650-3521 or the Department Manager of ESCI or ENV5.
4. All travel receipts must be submitted to Ingrid Patrick or the Department Manager immediately following travel.

Western Washington University is committed to equal opportunity and non-discrimination in all programs and activities and does not discriminate on the basis of race, color, ethnicity, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, Vietnam-era or disabled veteran status.



Personal Information

Last Name _____ First Name _____ M.I. _____ Student Number _____

E-Mail Address _____

Permanent Address (Street, City, State and Zip) _____

Permanent Phone Number _____

Current Local Address (Street, City, State and Zip) _____

Current Local Phone Number _____

U.S. Citizen? Yes No
WA State Resident? Yes No
Resident of what state? _____

- Are you an employee at WWU? Yes No
If Yes, what type of employee? Student Temporary Permanent
- Would you be willing to be featured in a College of the Environment publication?
 Yes No

Educational Information

Current Class Status: Freshman Sophomore Junior Senior
 Fifth-year certification Masters Other _____

Academic Major: _____ Minor: _____

Proposed Occupation _____

Cumulative GPA _____ Major GPA _____ Expected Graduation Date _____

Faculty Mentored Research

Please provide the faculty members name and signature. **(Please have faculty member sign original document, then a scan of original may be accepted.)**

Last Name _____ First Name _____ Signature _____

Signed Authorization/Certification

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I authorize the release of my grade transcript and the extent of my financial need to interested donors of scholarships who request this information.

Signature of Applicant _____ Date _____

Required Supplemental Information

Detailed Travel Budget	
Name of conference attending:	Date of conference:
Location of conference:	This travel is: (<i>circle one</i>) US or International
Total amount required:	Total amount requesting:
Yes or No (Circle One): I will be presenting my research at this conference.	Comments:
Itemized breakdown of travel expenses:	
Items and amounts already funded by other sources; specify sources and contact information.	
Pending funding requests – <u>specify source</u> . Amounts requested or soon to be requested from other sources and contact information:	