

Department of Linguistics University of Colorado at Boulder

Student Research Fund Application

Date: _____

Name (Last, First): _____

Title of Project: _____

Begin Date: _____ End Date: _____

Location: _____

Attach a 1-2 page double-spaced statement of purpose that gives the following information.

- If you are applying for **fieldwork- or data-collection support**, explain your goal, the scope of your project, your methods and how your effort relates to your thesis topic.
- If you are applying for **travel funds** to give a paper at a conference, describe the conference, how participation will contribute to your professional development and your paper (stating the problem, your hypothesis, and the paper's contribution to the state of the art). **Attach both your abstract and letter of acceptance.**
- In either case, **indicate whether you have been awarded or applied for funds for this project from another funding source.** If so, indicate how much money you have requested or received from that source.

Budget:

Category:	Amount Requested:	Amount Approved:	Approver:
_____	\$ _____	S _____	_____
_____	\$ _____	S _____	_____
_____	\$ _____	S _____	_____
_____	\$ _____	S _____	_____
_____	\$ _____	S _____	_____
_____	\$ _____	S _____	_____

Total Amount Requested: \$ _____

Total Amount Approved: \$ _____ Request Denied: _____

Approved By: (Chair Signature) _____ Date: _____

_____ Office USE ONLY _____

Request Approved or Denied: _____

Date Student Notified: _____ Notified By: _____

TA# _____ Date _____ TA _____ Created: _____
TV Created Date _____

Copy of Award: Place in Student Research Fund file in Ling Dept Office: Reception Area

Important Notes:

Do not purchase airfare until you have been given a Travel Authorization (TA). If you purchase airfare before the obtaining a TA and a quote from a University Recognized Travel Agent (URTA), then you will be liable for those costs and you will be unable to recoup them.

If approval is granted, contact the Department Program Assistant; she will then generate a TA. Using that TA number, you then contact a URTA; obtain an email quote. Only then are you permitted to purchase airfare from an outside agency or travel website like Expedia and **only if the cost is lower than the URTA quote**. If you have any questions about this process, please contact the Program Assistant; she will be able to answer any questions and possibly protect you from having to pay out-of-pocket expenses.

All hotel reimbursements must be in your name and your hotel invoice must show either a zero balance or be marked "Paid." All other receipts (ground transportation, conference registration, etc.) must also be itemized and show proof of payment.

If you have any questions about this form, please see the Linguistics Program Assistant.