### Travel Award / Publication Support Funding Request Form

**Proposal Budget Template**

This budget template is multi-purpose, serving as the template for both forms listed below. Please fill out the parts of the budget template relevant to whichever form you’re completing / type of funding you are trying to receive.

**Travel Award Funding Request Form** — To apply for travel funding to attend a professional conference and present your research as a poster or talk. The maximum travel award request is $800. The due date for this form is at least 60 days before travel.

Examples of items you include in a travel award budget:

* Conference registration
* Transportation expenses (plane tickets, train tickets, gas reimbursement for car travel, etc.)
* Hotel expenses
* Meal expenses

**Publication Support Funding Request Form —** To apply for financial support for an article in a peer-reviewed journal that is based on an ACES Undergraduate Research project. The maximum publication support request is $500. The due date for this form is at least 2 weeks prior to printing if students are asking for funds to support poster printing.

Examples of items you include in a publication support budget:

* Article submission fee
* Journal membership fee
* Proofreading charge
* Article processing charge
* Publication fee

**Project Title:**

**Principal Investigator:**

**Date:**

| **Category** | **Item Description(s)** | **Quantity** | **Unit Cost** | **Total Cost** | **Justification**  |
| --- | --- | --- | --- | --- | --- |
| **Publication Costs** |  |  |  |  |  |
| **Travel Costs**  |  |  |  |  |  |
| **Total** |  |

**Tips for Using the Template**

1. **Itemize Costs**: For each category, list on separate lines all of the specific items that belong in the category to provide a clear picture of the expenses.
2. **Justifications**: Use the justification column to explain the need for the item. This helps reviewers understand the necessity of each expense.

***Please note that funds will not be provided for wages or major equipment purchases.***

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**Name: Danika Ford**

**Project Title: Social and ecological drivers of behavior that prevents aquatic invasive species transport**

**Principal Investigator: North Joffe-Nelson**

**Date: 2/19/2025**

| **Category** | **Item Description(s)** | **Quantity** | **Unit Cost** | **Total Cost** | **Justification**  |
| --- | --- | --- | --- | --- | --- |
| **Travel Costs** (e.g., plane ticket, train ticket, etc.) | Round trip plane ticket | 1 | $250 | $250 | I am speaking at a research conference in Anaheim, CA on April 12, 2025, and need a plane ticket for transportation. |
| **Travel Costs** (e.g., plane ticket, train ticket, etc.) | Hotel | 2 | $200/night | $400 | I will be staying in Anaheim for 3 days (2 nights) and will need a place to stay while I’m there. |
| **Total** | **$650** |

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**Date: 2/19/2025**

| **Category** | **Item Description(s)** | **Quantity** | **Unit Cost** | **Total Cost** | **Justification**  |
| --- | --- | --- | --- | --- | --- |
| **Publication Costs** (e.g., article submission fee, publication fee, etc.) | Article submission fee | 1 | $50 | $50 | We need funding for this so we can submit the article to the journal. |
| **Publication Costs** (e.g., article submission fee, publication fee, etc.) | Article processing fee | 1 | $100 | $100 | We need this funding so that after submission, proofreading, and publication, the article can be processed for publication. |
| **Publication Costs** (e.g., article submission fee, publication fee, etc.) | Publication fee | 1 | $250 | $250 | We need funding for this so the article can be published in the journal one it’s fully approved and ready for publication. |
| **Total** | **$400** |

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