

# GUIDELINES

## Undergraduate Presentation Awards (UPA)

(Fall 2011, Spring 2012, Summer 2012)

**Undergraduate Presentation Awards** are given to assist students to present the results of their independent research or other independent creative activities at conferences. A student must actually present her/his work as the **primary (first) author**, and not just attend the conference or as a secondary author. Funding for these awards comes from the Miami University Provost's Office.

**Eligibility.** Any student whose work has been accepted for presentation at a conference and who will be enrolled as a Miami University undergraduate at the time of the presentation is eligible to apply. This work is expected to be the result of independent research or other independent creative activity by the student conducted under the guidance of a Miami University faculty mentor/advisor. The faculty mentor/advisor is required to provide a concise letter of recommendation. If the presentation involves work done jointly with others, this letter should confirm that the primary contribution to the project has been made by the student applicant. Supporting acceptance materials should identify the student as the primary (first) author.

**Awards / Payment.** Application for an award must be made before attending a conference. The size of the award may range up to a maximum of \$200. /year. Requests may be up to 50% of the projected expenses up to a maximum of \$200. Awards may be given for less than the amount requested. Applications will be evaluated and funding decisions made on a rolling basis with an estimated turn-around time of two weeks. Resulting awards will be allotted on a first-come basis each semester. Actual awards may be less than these limits. Unfortunately, travel advances are not available from this program.

**Application.** In order to be considered for funding, you should complete the UPA Application Form and submit it together with all the supporting materials listed below to OARS before attending a conference.

Submit completed Application Form plus:

- Copy of the letter of acceptance from the conference
- A concise (2 page maximum) proposal summarizing the project and the conference
- A concise (1 page maximum) letter of recommendation from the faculty mentor/advisor
- A printout of the conference costs with the amount of your cost of attendance highlighted.

Submit Applications and Direct Questions to:

Martha E. Weber ([weberme@muohio.edu](mailto:weberme@muohio.edu))  
Undergraduate Research Director

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