



AEA Mentoring Program



Funding Proposal Cover Page

Name: _____

University: _____

Email Address: _____ Phone #: _____

Mailing Address: _____

Brief Description of the Proposed Activity (*include name of conference if applicable*):

Departure City: _____ Destination: _____

Estimated Cost: _____ Dates of travel: _____

(Attach a detailed budget, justifying the expenses).

As part of this application, you must include an explanation of how participating in the proposed activity will be beneficial to you (*one page maximum*). Be sure to discuss how your mentor will be involved, if applicable. You must also include a detailed budget that justifies the different expenses and provides proof of the estimated costs (e.g., screen shots of airfares, registration fees, etc.). Failure to include a detailed budget justifying the costs may result in a delayed review and/or a disqualification of the proposal.

Travel requests that include lodging or meals/incidentals must be within federal per diem guidelines: <http://www.gsa.gov/portal/content/104877>. Reimbursements for meals/incidentals will be at the discretion of the AEA Mentoring Program Director, even if meals/incidentals were included in the original approved budget. Alcohol will not be reimbursed. Reimbursements for other travel-related expenses that were not part of the original approved budget, or those that were approved but subsequently exceed the cost in the original proposal, will *only* be granted at the discretion of the AEA Mentoring Program Director, even if the total original approved budget has not been exhausted. Itemized receipts are required for all reimbursements.

Should your application be approved, you agree to acknowledge the AEA Mentoring Program and the National Science Foundation in all resulting research products, such as papers, presentations, Ph.D. dissertations, and so forth. Failure to do so may disqualify you from future funding considerations through this Program. Within 30 days of completing the activity, you are required to submit up a brief report (*no more than one page*) to the AEA Program Director via email. Failure to do so may disqualify you from future funding through this Program. A maximum of one funding request per applicant in any given cycle, and a maximum of two funding requests per applicant over a 12-month period, will be approved.

I agree to these terms. Signature: _____ Date: _____

Please submit this cover page, the one-page description of your proposed activity, and detailed budget as a single PDF file to Dr. Marie T. Mora, AEA Mentoring Program Director, at Marie.Mora@utrgv.edu.