

Date _____

**The Department of Political Science
The University of Texas at El Paso**

Funding Request Application Form (Undergraduate Students)

- This form must be submitted **at least 2 weeks** before funds are needed.
- Faculty should **NOT** complete form for the student, but can supply a letter of support where applicable.
- Please note that all successful applicants will need to submit a final expenditure report, proof of conference attendance (if applicable), and/or paper produced (if applicable).
- Please turn in this request to the Department of Political Science, Benedict Hall, Room 111 (addressed to Dr. José D. Villalobos) or email it electronically to jdvillalobos2@utep.edu.

The Department of Political Science seeks to make the best use of funds given by its generous donors. Awards are made on a reimbursement basis. Please supply the following information so that we can evaluate your request:

- Name:
- Academic Unit (if applicable):
- Student Organization (if applicable):
- Email:
- Telephone No.:
- Amount requesting:
- Please describe **in as much detail possible** how the amount requested would be used:
- Please list any additional sources of funding. In order to qualify for this application, please note that students and student organizations **must demonstrate funding from other sources** or at least demonstrate they have exhausted all options to seek outside funding, in which case the SEER committee may consider making an exception to award limited funds if available¹:
- Please also provide a **detailed, itemized** budget estimate that shows how the funds requested will be spent:
- Please also include a short statement of support from your major professor, chair, and/or the faculty advisor for the student organization you represent (either attached to this form or sent separately via email).

¹ Eligibility guidelines: Students should request outside funding from the College of Liberal Arts, other university sources, and perhaps also other outside sources before submitting this form. Typically, students make requests related to projects for conference travel and presentations, major student organization activities, or other events or activities related to their scholarship. Student may also inquire, formally or informally, about other types of requests. Funding approval for such other types of activities is left to the discretion of the committee.