

Research and Extension Experiences for Undergraduates (REEU) Science Influencers ILE Approval Form

The *Science Influencers* program integrates REEU experiences with STEM communication skills to foster undergraduates' development as effective, influential communicators of science in the public domain. This form helps us arrange students' outreach experiences, including financial support, for participation in study or research abroad programs, research conferences or professional meetings, international internships, or volunteer (domestic or international) programs that are relevant to the *Science Influencers* Program. ILEs (outreach experiences) may occur anytime during students' participation in the *Science Influencers* Program. Click the **ILE Guidelines** for more information about the approval process.

Note: Approval requires documentation of verifiable out-of-pocket expenses (e.g., air/ground transport, program fees, lodging, meals, miscellaneous) as a **single file upload**. Please combine screenshots or images of receipts into one file before uploading the file.

Please include **your information** to initiate the *Science Influencers*' ILE approval process.

Your full name: _____

Email: _____

Phone: _____

What are the **dates** of your ILE?

Start date (mm/dd/yyyy): _____

End date (mm/dd/yyyy): _____

What type of ILE do you want to complete?

- Study Abroad
- Research (domestic or international)
- Internship Abroad
- Research Conference or Professional Meeting (domestic or international)
- Volunteer (domestic or international)

Please complete all fields for the **study abroad ILE**.

- Course code and title (XXXX xxx - Country program...): _____
- Number of credits: _____
- Location (country): _____
- Instructor name: _____
- Instructor email: _____

Provide a **brief rationale** for participation in a study abroad ILE.

Describe the **expected outcomes** (i.e., presentation or publication) from the study abroad ILE.

Estimate your expenses for participation in the study abroad ILE. Note: cost-reimbursable expenses (up to \$XXXX) not covered by other sources, are payable after completion of the study abroad ILE and verification of participant's out-of-pocket expenses.

Study Abroad Program Fee (not included in regular tuitions and fees): _____
Transportation (i.e., airfare and ground transport not included in the Program Fee): _____
Lodging (not included in the Program Fee): _____
Meals (not included in the Program Fee): _____
Miscellaneous (e.g., passport/visa fees, insurance not included in the Program Fee): _____
Total: _____

Upload a single file of verifiable out-of-pocket expenses. For example, screenshots of airfare receipts, study abroad program fees, and other expenses can be merged into a single pdf or other graphics-type file to upload into this approval form.

Please complete all fields for the **research** (domestic or international) ILE.

- Research course code and title (XXXX 491 - Research in . . .): _____
- Number of credits: _____
- Research location (state or country): _____
- Research instructor's name: _____
- Instructor email: _____

Describe the **processes** (i.e., research purpose, methods, activities, etc.) for research credit.

Describe the **expected outcomes** (i.e., presentations, publications, etc.) for research credit.

Estimate your expenses for participation in the research ILE. Note: cost-reimbursable expenses (up to \$XXXX) not covered by other sources, are payable after completion of the research ILE and verification of participant's out-of-pocket expenses.

Research Course Fee (not included in regular tuition and fees): _____
Transportation (i.e., airfare and/or ground transport not included in other fees): _____
Lodging (not included in other fees): _____
Meals (not included in other fees): _____
Miscellaneous (e.g., materials, supplies, and other costs not included in other fees): _____
Total: _____

Upload a single file of verifiable out-of-pocket expenses. For example, screenshots of travel receipts, course fees, and other expenses can be merged into a single pdf or other graphics-type file to upload into this approval form.

Please complete all fields for an **internship abroad ILE** (requires an internship agreement between *Science Influencers* and host organization).

- Internship course code and title (XXXX 494 - Internship in...): _____
- Number of credits: _____
- Course instructor's name: _____
- Course instructor's email: _____

Complete all fields for the **Host Organization** and **Supervisor** of the internship abroad ILE.

- Host organization): _____
- Internship location (host country): _____
- Field Supervisor's name): _____
- Field Supervisor's email): _____
- Expected weeks at the internship location): _____
- Expected hours/week in the internship location): _____

Provide an **overview of internship plans** and your main duties and/or work activities.

Describe the **expected outcomes** (i.e., presentations, publications, etc.) for internship credit. Evaluations (student and field supervisor), journals or reflections, or other products are required in internship abroad ILEs.

Estimate your expenses for participation in the internship abroad ILE. Note: cost-reimbursable expenses (up to \$XXXX) not covered by other sources, are payable after completion of the internship abroad ILE and verification of participant's out-of-pocket expenses.

Internship Program Fee: _____
Transportation (i.e., air and ground transport not included in the Program Fee): _____
Lodging (not included in the Program Fee): _____
Meals (not included in the Program Fee): _____
Miscellaneous (e.g., passport/visa fees, insurance not included in the Program Fee): _____
Total: _____

Upload a single file of verifiable out-of-pocket expenses. For example, screenshots of airfare receipts, program fees, and other expenses can be merged into a single pdf or other graphics-type file to upload into this approval form.

Please complete all fields for the **research conference or professional meeting ILE**.

- Course code and title (XXXX 485 - Directed Studies in...): _____
- Number of credits: _____
- Location (state or country): _____
- Course instructor's name: _____
- Instructor's email: _____

Provide a **brief rationale** for participation in a research conference or professional meeting ILE.

Describe (briefly) the **expected outcomes** (i.e., presentation or publication) from the research conference or professional meeting ILE.

Estimate your expenses for participation in the research conference or professional meeting ILE. Note: cost-reimbursable expenses (up to \$XXXX) not covered by other sources, are payable after completion of the research conference or professional meeting ILE and verification of participant's out-of-pocket expenses.

- Conference or Meeting Registration Fee:** _____
- Transportation** (i.e., airfare and ground transport not included in Registration): _____
- Lodging** (not included in Registration): _____
- Meals** (not included in Registration): _____
- Miscellaneous** (e.g., passport or fees, insurance, materials): _____
- Total:** _____

Upload a single file of verifiable out-of-pocket expenses. For example, screenshots of airfare receipts, registration fees, and other expenses can be merged into a single pdf or other graphics-type file to upload into this approval form.

Please complete all fields for the **volunteer** (domestic or international) ILE.

- Course code and title (XXXX 485 - Directed Studies in...): _____
- Number of credits: _____
- Location (state or country): _____
- Course instructor's name: _____
- Instructor's email: _____

Provide a **brief rationale** for participation in a domestic or international volunteer ILE.

Describe (briefly) the **expected outcomes** (i.e., presentation or publication) from the domestic or international volunteer ILE.

Estimate your expenses for participation in the volunteer ILE. Note: cost-reimbursable expenses (up to \$XXXX) not covered by other sources, are payable after completion of the volunteer ILE and verification of participant's out-of-pocket expenses.

Volunteer Program Fee: _____
Transportation (i.e., airfare and ground transport not included in the Program Fee): _____
Lodging (not included in the Program Fee): _____
Meals (not included in the Program Fee): _____
Miscellaneous (e.g., passport or fees, insurance, materials): _____
Total: _____

Upload a single file of verifiable out-of-pocket expenses. For example, screenshots of airfare receipts, program fees, and other expenses can be merged into a single pdf or other graphics-type file to upload into this approval form.