

Department of Chemical and Materials Engineering

Graduate Student Travel Grants Program

2017-2018

Effective July 1, 2017, the Graduate School will no longer administer funding support for graduate student travel, as these resources are now provided directly in the form of block grants to individual units.

Chemical and Materials Engineering graduate students are eligible to apply for travel support from the department. Grants of \$500 for travel to a domestic conference and \$750 for travel to an international conference are available for the period July 1, 2017 through June 30, 2018.

To be eligible for travel support, the student must meet the following criteria:

- The student must be the presenter on an oral contribution or poster to be presented at a national or regional conference. Support for travel to workshops or other events (not involving a student presentation) will be considered only in exceptional circumstances, upon petition from the major professor.
- The travel support request must be approved by the major professor via the attached form and submitted to Chelsea Hansing prior to the start of travel.
- Students are eligible for only one award (either domestic or international) per fiscal year, which runs from July 1st to June 30th.
- The travel award account number will be applied directly to the travel voucher; no funds will be disbursed directly to the student. If the total travel cost is below the allocated amount (e.g. less than \$500 for domestic travel), no credit or carryforward of funds will be provided.
- Upon application, students will not receive formal notice of approval. Students will only be contacted if there is an issue with eligibility or availability of funds.
- The distribution of travel awards will be contingent upon availability of funds. However, barring unforeseen budgetary circumstances, the department will make every effort to fully fund this program throughout the entire fiscal year.

If you have questions regarding this program, please see the co-Directors of Graduate Studies.

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APPLICATION FORM**

Student Name: _____

Major Professor: _____

Dates of Travel: _____

Name of Conference: _____

Location of Conference: _____

Format for student presentation: oral poster

Title of Presentation: _____

Requested Support: domestic (\$500) international (\$750)

Expected total cost of travel: _____

This application should be submitted prior to the start of travel, along with the College of Engineering Travel Request and Approval Form. Also, please attach a copy of the abstract for the presentation. By submitting this application, the student confirms that he/she is the presenter of record for the conference presentation. All applications are subject to review and approval by the Director of Graduate Studies.

SIGNED (student): _____

APPROVED (major professor): _____