



WESTERN MICHIGAN UNIVERSITY

College of Engineering and Applied Sciences

GRADUATE STUDENT TRAVEL GRANT

Purpose: The CEAS Graduate Student Travel Grant was established to support graduate students engaged in independent scholarly research. Graduate Student Travel Grants support graduate students to attend conferences in order to present and disseminate the results of their research.

Each grant will be up to \$500. Students may ALSO apply simultaneously for the Graduate College Travel Award and/or the Graduate Student Association travel award. Note: Students must apply for travel funding before the travel has taken place. The completed application must be submitted to the Dean's Office at least two weeks before travel to the conference is to begin. An enrolled WMU graduate student may receive this grant only once in a 12-month period. All university policies regarding travel must be followed (see: http://wmich.edu/travel ).

Please fill in all information requested (TYPE ONLY):

First Name:

Last Name:

Middle Name:

WMU WIN Number:

Student Email Address:

Name of Faculty Advisor:

Email Address for Faculty Advisor:

Degree level: [ ] master's [ ] doctoral

Have you been awarded a travel grant in the last 12 months under your current degree? [ ] yes [ ] no

Graduate Program (Curriculum):

Department:

Title of Paper:

Indicate the semester or session the travel will take place.

[ ] Fall [ ] Spring [ ] Summer I [ ] Summer II

Identify the name, place and dates of the conference/meeting where you will present.

Please identify (give URL for) the official conference website.

## SIGNATURE OF AGREEMENT

By my signature in the space below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the CEAS Graduate Student Travel Grant.

**IMPORTANT:** Please type, print off, sign, scan the signature page back into the application in order to include this page with your application. **Electronic signatures are NOT permitted.** Applications must be turned in to the Dean's office (Attention: CEAS Associate Dean for Graduate Education and Research).

Please note that only two student travel grants will be awarded per each faculty advisor during a 12-month period. The completed application must be submitted to the Dean's Office at least two weeks before travel to the conference is to begin.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Adviser

\_\_\_\_\_  
Date

## ATTACHMENTS

1. Copy of the schedule of the conference showing the student's presentation title, his/her name and the time of presentation.
2. Copy of the entire conference paper. Please note that support will only be provided if the presentation yields a published paper in the conference proceedings.
3. Letter of acceptance from the conference organizer indicating that the paper is accepted for presentation and publication in the conference proceedings.
4. Proof of conference registration prior to attending the conference.