Undergraduate Student Meeting Grant Application

There are three sources of funding for presentations by students with an EAS major:

1. The **Office of Research & Graduate Studies** has Undergraduate Student Presentation Grants available on a competitive basis. Check the Office of Research and Graduate Studies website here for details.

2. The **College of Science & Engineering Dean's Office** has funds available to undergraduate students for presentation of their research or attendance at a professional meeting.
    a. You must be a CSE major and a current student at the time of application for reimbursement.
    b. The maximum awards are $100 for attendance at a professional meeting and $350 for presentation of research. Each student may receive at most ONE of each award each fiscal year (July 1-June 30).
    c. CSE will not provide support for conferences hosted in Mount Pleasant.
    d. Costs eligible for reimbursement include transportation, parking, lodging, and registration fees; all reimbursement claims are subject to CMU reimbursement policies.
    e. If you have questions, contact the College of Science & Engineering Dean's office, 989-774-1870.

3. **The EAS Department** has funds available to undergraduate students for presentation of their research or attendance at a professional meeting.
    a. You must be an EAS major and a current student at the time of application for reimbursement.
    b. **Support from designated ENS, GEL or MET travel funds may have additional restrictions.** See your program Blackboard site for details.
    c. The maximum award is $500 for presentation of research at a national meeting or $400 for attendance. Eligible students may receive at most ONE award each fiscal year (July 1-June 30).
    d. EAS students are expected to apply first for ORGS and CSE travel support funds.
    e. EAS will not provide support for conferences hosted in Mount Pleasant.
    f. Costs eligible for reimbursement include transportation, parking, lodging, abstract submission fees and conference registration fees; all reimbursement claims are subject to CMU reimbursement policies.
    g. If you have questions, contact the EAS office, 989-774-3179.

To receive an EAS Student Meeting Grant for reimbursement of presentation attendance costs, provide the following in one package:

1. A completed application.
2. Complete a Non-employee/student reimbursement form. Contact the EAS office professional for assistance in locating and completing the appropriate form.
3. Sign the appropriate university reimbursement form and attach original itemized receipts. All conference, lodging, and travel receipts must be in your name in order to be eligible for reimbursement. Keep a copy of all receipts.
4. Submit everything to your department for department chair signature and, if applicable, authorization for department funding.
5. Deliver everything in one package to Mary Valkos, Brooks 314.
6. You will be contacted if there are questions. Expect reimbursement in 3-4 weeks. Please note that if you are using multiple funding sources, this could further delay your reimbursement.

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Please type the following information.

Applicant Name: _____ Student Number: _____

Address:_____

Phone:_____ E-mail:_____ Dept:_____

Check one: __ Presenting __ Attending

Conference Name (please do not abbreviate): _____

Date(s):_____ Location:_____ Advisor:_____

Offices contributing funding and amounts: _____

For **research presentation grants** ($500):

1. The corresponding author will receive reimbursement, although students on a multi-author presentation may choose to split the award AT THE TIME OF APPLICATION. The corresponding author is the person who submits the proposal for the presentation and receives the approval; this is typically the person making the presentation.
2. EAS will only fund the initial presentation of research or scholarly results done at CMU. You will not receive reimbursement if this research previously has been presented.
3. The student should submit an acceptance letter or e-mail addressed to you as corresponding author showing title of the presentation, and an abstract as submitted to the conference or as printed in the program.

For **conference attendance grants** ($300), provide proof of conference registration.

Complete one Non-employee/Student Reimbursement Form for all expenses. Attach original receipts (keep a copy). Sign and submit to Mary Valkos for chairperson's signature.

Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Dept. Chair Signature: _____ Date: _____