



**Great Lakes
Research Center**
Michigan Technological University

Student Travel Grants

APPLICATION FORM

Travel Grants to Conferences & Workshops (up to \$1,000)

You can apply at any time, but grants will be awarded on a first-come, first-served basis. Applications will be reviewed on the last Friday of each month. Up to ten travel grants will be issued each year. This competition is open to both undergraduate and graduate students. Students are only eligible for one grant per degree. A maximum of \$750 will be awarded for poster presentations, and \$1,000 for a podium presentation.

Students may request up to \$1,000 for travel expenses to present their GLRC affiliated research (developed with their GLRC member advisor) at a scientific conference, meeting or workshop. **Allowable travel expenses include: airfare, mileage, meals, lodging, and registration. A student must not have full funding for the conference from another source.**

1. The student's primary advisor must be a GLRC faculty member (see [GLRC Faculty](#) list) and be a PI on a proposal submitted through the GLRC within the last year or have an active award through the GLRC.
2. Applications must be submitted at least **2 weeks in advance** of the planned travel.
3. Presentation/Poster Requirements:
 - a. Include the GLRC logo on your poster or presentation. Download logo from <http://www.mtu.edu/greatlakes/about/documents/> under "**Member Resources**".
 - b. Email a **PDF** version of your presentation or poster to Katie Gray at glrcadmin-l@mtu.edu.
4. Along with your PDF, please include a brief description of the conference or workshop and any photos taken. Your work may be featured on the electronic showcase in the GLRC or shared on our social media platforms.
5. Funded students will be required to participate in GLRC sponsored activities.

After returning, students must process a Travel Expense Report (TER) to document expenses and get reimbursed. Please save travel receipts, and work with your advisor and department coordinator to process this form. **Forward a copy of the completed TER to glrcadmin-l@mtu.edu for our records and to trigger the transfer of awarded funds to your advisor's IRAD/Index no later than two weeks after travel is completed.**

Travel Grants to Attend Meetings, Conferences & Workshops (up to \$1,000)

Name: _____ Student Identification Number: _____
First Last

Email _____ Department _____ Degree Program: BS MS PhD

GLRC Member/Advisor _____ Email _____

Work Phone: (____) _____ Home Phone: (____) _____ Cell: _____

Name of Event to be attended _____

Sponsoring Organization for Event to be attended _____

Event Date _____ Event Location _____

Title of Presentation: _____

Poster or Podium Presentation? _____

Complete the justification for attending this event on the following page.

Estimated Expenses: \$ _____ Mileage/Airfare (circle one)
\$ _____ Meals
\$ _____ Lodging
\$ _____ Conference registration*
\$ _____ TOTAL COST
\$ _____ **Total Amount Requested**

*Registration Deadline for Conference: _____

I am willing to participate in GLRC-sponsored activities. Initials: _____

Submission of this application automatically registers you as a GLRC student member.

Applicant's Signature

Date

Return completed application to:

Katie Gray (glrcadmin-l@mtu.edu)
Great Lakes Research Center, #318
Michigan Technological University
1400 Townsend Dr., Houghton, MI 49931

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer

Travel Grants to Attend Meetings, Conferences & Workshops (justification)

Describe your professional goals for attending this conference; including what work you will contribute at the conference and how attending the conference will benefit you professionally (half page minimum and one page maximum).