



**Great Lakes
Research Center**
Michigan Technological University

Student Travel Grants

APPLICATION FORM

Travel Grants to Conferences & Workshops (up to \$500)

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 may request up to \$500 for travel expenses to present a water-related paper (specifically conservation, sustainable use, management or significant surface or groundwater problem) at a scientific conference, meeting or workshop. **Travel grants are typically only awarded if a student is presenting a paper, poster, etc., although exceptions may be made. Allowable travel expenses include: airfare, mileage, meals, lodging, and registration.**

1. The student's advisor must be a GLRC faculty member (see [GLRC Faculty](#) list), or the student must be supported on a GLRC-affiliated research grant.
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 Jackie Gebhardt at glrcadmin-l@mtu.edu. It may be displayed on the electronic showcase in the GLRC or on the webpage.
4. Funded students will be required to make a return to the Great Lakes Research Center by selecting one of the following options on the application:
 - a. presenting a poster at World Water Day in March;
 - b. assisting with preparations for World Water Day;
 - c. assisting with GLRC-sponsored outreach activities;

After returning, students must process a Travel Expense Voucher to document expenses. Please save travel receipts, and work your advisor to process this form.

Travel Grants to Attend Meetings, Conferences & Workshops (up to \$500)

Name: _____ Student Identification Number: _____
First Last

Email _____ Department _____ Degree Program: BS MS PhD

Major Professor _____ Email _____

Local Address: _____
Street City State Zip Code

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: _____

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**

I plan to share my experiences with the GLRC by:

- Presenting a poster at World Water Day in March
- Assisting with World Water Day preparations
- Assisting with GLRC-sponsored outreach activities with Joan Chadde (jchadde@mtu.edu)

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

Applicant's Signature

Date

Return completed application to:

Jackie Gebhardt (glrcadmin-1@mtu.edu)
Great Lakes Research Center, #319
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).