

## Conference Travel Grant Application for EECS Graduate Students

(Valid: September 1, 2009 – August 31, 2010)

Please provide the information requested in each of the fields below. Once completed, the form should be signed by your academic advisor and brought to the office of the Chair (Tech L356). Submit for approval *at least 1 month* before the targeted attendance.

Last Name	First Name	Middle/Initial

Academic Advisor		Research Division	
Student ID#		email	

Conference Name			
Paper Title			
Conference City/Country		Conference Date	

Please provide as much of an accurate information as possible regarding your projected costs.

Registration (Early)	
Travel Expenses	
Lodging	

**Academic Advisor:** *“I certify that the applicant is in a good academic standing with the EECS department”*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair’s Signature** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

<b><u>Office Use Only</u></b>	<b>Reimbursement Finalized:</b> _____  <b>Signature:</b> _____	<b>Notes/Comments:</b>  _____  _____
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### Eligibility Information

Students are eligible to receive up to \$300 per academic year (September 1 through August 31). This amount can be used exclusively for covering expenses related to attending conferences *in which the applicant is a co-author* of the work that is to be presented. The amount is *in addition* to the \$500 provided by The Graduate School.

The applicants are requested to be in *good academic standing* at the time of submitting the form (no probation status), and to have completed at least three quarters as graduate students at the EECS department.

The application will not be approved if the date of the conference is *after* the official graduation date of the student (e.g., graduating in June and the conference is in September).

Lastly, be advised that this approval form does not constitute an automatic-reimbursement document. You should submit it along with the other receipts (e.g., registration fee, air-fare, ground transportation) at the time of requesting reimbursement, upon completing the attendance of the conference.

For all other details not covered in this document, the Department of EECS complies with the specifications provided by the corresponding document of The Graduate School (available at: [http://www.tgs.northwestern.edu/docs/CTG\\_2008-9\\_APP.pdf](http://www.tgs.northwestern.edu/docs/CTG_2008-9_APP.pdf))