

## Student Meeting Grant Application

There are three sources of funding for presentations by students with a CS&E major:

1. **Department** funding may be available. Check with the department chair and request department funding first.
2. The **Office of Research & Graduate Studies** has Undergraduate and Graduate Student Presentation Grants available on a competitive basis. [Check the Office of Research and Graduate Studies website here](#) for details.
3. The **College of Science & Engineering Dean's Office** has funds available to both graduate and undergraduate students for presentation of their research or attendance at a professional meeting.
  - a. You must be a CS&E major/graduate student 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. CS&E will not provide support for conferences hosted in Mount Pleasant.
  - d. Costs eligible for reimbursement include transportation, meals, 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.

To receive a CS&E Student Meeting Grant for reimbursement of presentation attendance costs, provide the following in one package *in addition* to the materials described above.

1. A completed application.
2. If you are graduate assistant of CMU, complete an Employee Reimbursement Voucher. If you are not graduate assistant of CMU, complete a Non-employee/student reimbursement form. Both are available at [www.cmich.edu](http://www.cmich.edu). Contact your department's office professional for assistance in locating and completing the appropriate form.
3. Sign the appropriate university reimbursement form and attach original receipts. Keep a copy of all receipts.
4. Submit everything to your department the signature of the department chair and if applicable authorization for department funding.
5. Deliver everything in one package to College of Science & Engineering, ET 200.
6. You will be contacted if there are questions. Expect reimbursement in 3-4 weeks.

## Student Meeting Grant Application

*Please type the following information.*

Applicant Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Dept: \_\_\_\_\_

Check one:  Undergraduate  Graduate Check one:  Presenting  Attending

Conference Name (please do not abbreviate): \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_ Advisor: \_\_\_\_\_

Offices contributing funding and amounts: \_\_\_\_\_

### For **research presentation grants**:

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. CS&E 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**, provide proof of conference registration.

Complete one Employee Reimbursement Voucher for all expenses. Attach original receipts (keep a copy). Sign and submit to your department for chairperson's signature. Forward this form, Employee Reimbursement Voucher or Non-Employee/Student Reimbursement Form, and all attachments to College of Science & Engineering, ET 200. CS&E will then forward this on to any other offices contributing funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_