

The Dean's Travel Award for Engineering Students at the Washkewicz College of Engineering aims to promote the research activities of engineering students and it will supplement the travel cost of graduate students for their participation in domestic or international conferences and key professional workshop or courses.

This travel award is expected to be an additional resource for supporting the travel of students for the aforementioned events, complementing the College of Graduate Studies Travel Funds and the compensation from the academic departments of the students and their faculty advisors. If funds are awarded, up to 1/3 of the travel cost, but no more than \$400, may be reimbursed by the Dean's Office after the travel.

To be eligible for this award, an applicant must:

- Be enrolled in an Engineering program of the Washkewicz College of Engineering;
- Be in good academic standing;
- Be the lead author and/or presenter if travelling to a conference;
- Comply with all CSU travel regulations.

Policies related to doctoral students:

1. The travel request needs the approval of the student's supervisor and/or department Chair (depending on the origin of the accompanying departmental financial support).
2. Once departmental support has been obtained any PhD student in engineering can get up to \$400 per year from the Dean's Office to go to conferences. No separate application is required!
3. It would only be for students who are presenting at the conference.
4. Prior to the candidacy exam, a student's cumulative request (spanning one or more years) can amount to \$400 from the Dean's Office. Once \$400 has been spent, no further support will be provided until such time the student has passed his/her candidacy exam.
5. After the candidacy exam, students can get \$400 in a fiscal year from the Washkewicz College of Engineering. Note that a student's total request can amount to \$1,500 (if additional support is obtained from the supervisor, department and/or Graduate School).
6. For the third and subsequent requests, students have to show that they have submitted a publication to a peer-reviewed journal based on the work that was presented the previous year(s).
7. It is a "snooze-you-lose" option. If a student does not use the money, it does not get transferred to the following year.

Policies related to masters students:

1. Masters students wishing to go to a conference will need 2/3 of the funding to be covered by the home department and/or PI. No support will come from the Dean's Office.
2. The travel request needs the approval of the student's supervisor and/or department Chair (depending on the origin of 2/3 of the financial support).
3. It would only be for students who are presenting at the conference.
4. Funding is not guaranteed. It is at the discretion of the home department. However, if 2/3 of the funding is covered, the graduate school will try to provide 1/3 of the costs. This is dependent on available funds (since doctoral students have higher priority).

Applications can be submitted any time per year academic year

Dean's Travel Award for Engineering Students

Name: _____ Date of travel: _____

CSU ID: _____ Email: _____

Department: _____ Student Status: Doctoral Masters

Name of Conference, Workshop, or related activity: _____

Location/Dates of participation: _____

Conference Manuscript or Abstract Title: _____

Presentation type: Oral Presentation Poster Presentation

Estimated Travel Expenses

| Items | Amount (\$) | Comments |
|--------------------------|-------------|----------|
| Air Fare | | |
| Ground Transportation | | |
| Hotel | | |
| Conference/workshop Fees | | |
| Meals | | |
| Other Expenses | | |
| Total | | |

Funding Request and Resources

| Sponsors | Award Amount (\$) | | Comments |
|--|-------------------|----------|-----------------------------------|
| | Requested | Approved | |
| Department | | | |
| Faculty Advisor | | | |
| College Dean (<i>matching funds not to exceed \$400</i>) | | | See requirements on previous page |
| Graduate Studies (<i>up to 1/3 total, not to exceed \$500</i>) | | | |
| Other Sources (specify) | | | |

Please email the signed form and the supporting documents as a single pdf file to j.hundt@csuohio.edu; the subject line should read **Application for the Dean's Travel Award for Engineering Students**. Alternatively, drop off the paper copies to the Administrative coordinator Joanne Hundt in the Engineering Dean's office (WH 305).