



# VCU

## College of Engineering

### Engineering Graduate Student Travel and Conference Grant

The Engineering Graduate Student Travel and Conference Grant program has been established to support and encourage the presentation and participation to conferences. The travel grant is for degree-seeking students enrolled in master's and doctoral programs. Awards will be made without regard to quotas or distribution among departments; however, no student will be funded for more than two trips per academic year.

**Eligibility:** All degree-seeking graduate students in the College of Engineering are eligible for this program.

**Funding:** The maximum award available is \$300. Please note that travel and conference grants are reviewed and awarded on a first-come, first-serve basis and is only available until the allotted funds are used. Once awarded, the student bears the responsibility to submit original receipts into Chrome River according to University policies and procedures using the travel reimbursement procedure.

**Application Process:** The following information must be submitted as a single PDF attachment to [gradengr@vcu.edu](mailto:gradengr@vcu.edu). *Incomplete applications will not be reviewed and will be returned to the student.*

- A letter of 300 words or less of what your goals are for attending.
- Verification of attending the conference
- A letter of support from your advisor
- A budget showing how the funds will be used

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI V#

E-mail address: \_\_\_\_\_ Degree: \_\_\_\_\_ Department: \_\_\_\_\_

Research advisor: \_\_\_\_\_

Name, date and location of conference: \_\_\_\_\_

Are you receiving support from your department? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are, we'll coordinate reimbursement with them. You will not be denied funding based on answering yes.

Which type of presentation will you be giving at the conference? Oral \_\_\_\_\_ Poster \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of research advisor/program director

\_\_\_\_\_  
Date