

CEE Travel Support Application Process

- Applicants should send completed applications to cee-funding-requests@mit.edu if applying through the Pierce fund or to ippen-funding-requests@mit.edu if a Parsons student applying through the Ippen fund.
 - Completed applications must include a copy of the abstract of the paper as well as the application document
 - Application form and abstract should be submitted as one PDF
- Applications must be submitted one month *before* the travel takes place. Forms submitted after travel has completed are unlikely to be approved.

Travel Funding Eligibility

- Funding for a given student is limited to \$1,000 per fiscal year (July 1- June 30)
- Applicant should be presenting a paper or a poster at the conference/meeting
- The applicant's faculty supervisor is expected to share in the total cost
- Travel must be related to work that is happening in CEE
- Interdepartmental Program in Transportation students will be considered for funding via the Pierce fund
- Interdepartmental Program in Microbiology students will be considered for funding via the Ippen fund
- Applicants must be a CEE MIT student at the time of the conference/meeting
- For students not in CEE but supervised by a CEE faculty member, the expectation is that the student first requests travel support from their home department. If funding is not available, please explain the departmental circumstance and articulate the rationale for the request . Students that fall in this category should not be seeking CEE funds in addition to an allocation from their home department within the same year.

Application for Pierce Travel Support

Date and Amount of Last Requested Travel Funds: _____

_____, hereby requests travel support for
(name of student)

the following conference: _____

I am a current CEE Student Yes No

If No, please note your home department and explain their funding request process and why you are not eligible. Please also include the point of contact for funding allocations in your department and any relevant links to the funding process in your home department.

Location of conference/event: _____

Travel Dates: _____ to _____

Estimated total cost of the trip: \$ _____

Amount requested for departmental travel support: \$ _____

The difference (if any) will be covered by either:

D Student (out of pocket)

D Faculty _____
(Name & Signature)
number)

Account _____
(Account

Student has authored/coauthored a paper which has been scheduled for presentation:

Title: _____
(Please attach abstract of paper)

List of Coauthors: _____

Endorsement and recommendation by faculty supervisor:

Required signatures:

Student	Date
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Faculty Supervisor	Date
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Submit form to cee-funding-requests@mit.edu in advance of travel