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 ___________________________       Account _________________________
     (Name & Signature)                  (Account number)
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

_________________________________________________________________

Faculty Supervisor                                      Date

Submit form to  ippen-funding-requests@mit.edu  in advance of travel