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|  | **Northwestern University****Phi Lambda Upsilon, Alpha Gamma Chapter****2019-20 Travel Grant Policy** |  |
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# Eligibility

1. Applicants must be members of the ΑΓ chapter of PLU.
2. Applicants must have attended all mandatory PLU meetings in the last year (unless excused).
3. Applicants must be presenting work at the conference.

# Policies

Students may apply for a travel grant once per academic year. Students cannot receive more than two travel grants during their time at Northwestern.

Applications must be submitted no later than **one month** before the date of travel. Under no circumstances will approval be given retroactively if an application is submitted after the conference has begun.

# Selection Criteria

Applicants are ranked according to the following guidelines:

1. Only PLU members who have documented service will be considered for PLU travel grants. Preference will be given to applicants with more service hours, with emphasis on service completed within the last year.
2. Preference is given to senior members of the department.
3. Preference is given to those attending their first conference.
4. Preference is given to those who have been accepted (or applied) to give talks at the conference.

# Availability of Awards

*ΑΓ Chapter Travel Grants.* This year there are ten $500 awards and ten $250 awards available. The amount awarded will depend both on the need of the applicant and their qualifications by the listed criteria. Applicants are due on the first Friday of every other month (September, November, January, March, May, and July). Grant applications will be reviewed at the PLU board meeting following the travel grant application deadline.

*National Travel Grants.* The number of National travel grants is set by the National PLU organization. Applicants who are chosen by the ΑΓ chapter to apply for National grants will be directed to submit the application. Successful applicants will receive an award of $250. Applicants are accepted on a rolling basis.

# Reimbursement

*ΑΓ Chapter Travel Grants.* Upon receipt of the award, the PLU awards chair will provide you with a chart string to use for reimbursement.

*National Travel Grants.* If you are the recipient of a PLU National travel grant, the national organization will send your check to the address supplied in your PLU National travel grant application. Please allow 4 to 6 months for processing of national travel grants.

# Submission

Please complete the following application and email it to Alexandra Brumberg, the 2019-20 awards chair, at nuplu.awards@gmail.com.

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| --- | --- | --- |
|  | **Northwestern University****Phi Lambda Upsilon, Alpha Gamma Chapter****2019-20 Travel Grant Application** |  |
|  | *Valid for travel between September 1, 2019 and August 31, 2020* |  |

**Personal Information**

|  |  |
| --- | --- |
| **Date:** |  |
| **Name:** |  |
| **Email:** |  |
| **Year in Program:** |  |
| **Advisor(s):** |  |

|  |  |  |
| --- | --- | --- |
| **Have you ever previously received a PLU travel grant?** | Yes | No |
| **If yes, please note the date and amount.** | Date |  |
|  | Amount |  |

**Conference Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Location:** |  |
| **Dates:** |  |

|  |  |  |
| --- | --- | --- |
| **Did you apply to give a talk or present a poster?** | Talk | Poster |
| **How many conferences have you been to previously?** | 0 | 1 | 2 | 3+ |

**Abstract**

|  |
| --- |
| **Please paste the abstract you submitted to the conference you are attending.**  |
|  |

**Service**

|  |
| --- |
| **Contributions to PLU:** Please list your contributions within the past year as a volunteer at PLU events, along with the date and the number of hours of service completed.  |
|  |
| **Contributions to the greater science or education community:** Please describe any significant volunteer work that you do for the greater scientific or education community outside of PLU. Include the number of hours that you have dedicated within the past year to that work.  |
|  |

**Proposed Budget**

*Please fill out as much as possible.*

# Expected Costs

|  |  |  |
| --- | --- | --- |
| Conference (early) registration fee | $ |  |
| Hotel  | $ |  |
| Transportation to/from meeting | $ |  |
| Ground transportation at the meeting | $ |  |
| Food | $ |  |
| Other? *Please describe your other costs.* | $ |  |
| **Total Cost** | $ |  |

# Expected Funding

*Please list other expected sources of funding, for example, from a different travel grant, a fellowship, etc.*

|  |  |  |
| --- | --- | --- |
| Source:  | $ |  |
| Source:  | $ |  |
| **Total Funding** | $ |  |

# Amount Requested from PLU

|  |  |  |
| --- | --- | --- |
| Total Cost | $ |  |
| Total Funding  | $ |  |
| **Requested PLU Funding** | $ |  |