 **Northwestern University
Alpha Gamma Chapter - Phi Lambda Upsilon
2017 Travel Grants Policy**

**Eligibility and Requirements:** Travel grant applications are not transferable between conferences. Applicants must meet the following requirements:

1. Applicants must be members of the ΑΓ chapter of PLU during the entire application process.
2. Applicants must attend all mandatory meetings in the last year.
3. Applicants must not have previously received a PLU travel award. Only one award will be given during their time at Northwestern.
4. Applicants must present work at the conference.

**Travel Grant Selection Policy.** The below policy is used at the local level to nominate and rank members for National PLU travel grants and to select recipients of ΑΓ travel grants.

1. Only PLU members who have documented service to the chapter will be considered for PLU travel grants. Preference will be given to applicants with more service hours, with *emphasis* on service during the last year. Examples of service include SITC volunteers (3 hrs. each class), NGL Sales (2 hrs.), helping with recruitment (varies). *If you have questions on how many hours a given activity is worth, please contact the PLU board member in charge of that activity* (i.e. service chair for SITC).
2. An applicant can apply any time before the respective travel grant application deadline.  Preference will be given to applicants who are traveling in the award cycle. If an application is not chosen due to these criteria, it will be retained for reconsideration in every successive quarter until the quarter in which the applicant is traveling.
3. Preference will be given for senior members of the department.
4. Preference will be given for applicants giving talks over applicants presenting posters.
5. Preference will be given to those attending their first conference.
6. Applicants who are not recommended for a National travel grant can automatically be considered for a ΑΓ travel grant if the applicant wishes in accordance with the ΑΓ travel grant rules.

**Note:** Selection is a holistic process. We seek applications that are strong in all criteria mentioned above. Preference will be given to those already accepted to a conference.

**ΑΓ Travel Grants.** This year the available travel awards are: 10 × $500 awards and 5 × $250. The amount awarded will depend both on the need of the applicant and their qualifications by the listed criteria.

**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 receive National grants will be directed to submit the application. Successful applicants will receive an award of $250. If you are interested in more details about National PLU Travel Grants, please visit the [national website](http://philambdaupsilon.org/grants/travel-grants/).

**Application deadlines (2017–2018).** All travel grants must be submitted **no later than one month before** the date of travel.

**ΑΓ travel grants.** Grants for travel throughout the academic calendar year beginning and ending the first of September are ***awarded every two months***. Please keep this in mind when applying for travel grants as it may take a few weeks to hear back about your application. **Early application is strongly suggested**. Under no circumstances will approval be given retroactively if an application is submitted after the conference has begun.

* The deadlines for grant applications for 2017–2018 are as follows: **September 1st**, **November 1st**, **January 1st**, **March 1st**, **May 1st**, and **July 1st**.
* Grant applications will be reviewed during the next PLU board meeting following the deadline.

**National Travel Grants.**National travel grants are awarded by the National chapter on a rolling basis. If you wish to apply for a National travel grant, submit a travel grant application to the awards chair, and if you are recommended for a National travel grant, you will be forwarded the National travel grant form. Under no circumstances will approval be given retroactively if an application is submitted after the conference has begun.

**Award Notification.** Applicant will receive notice of a decision within **three**weeks after the application due date.  An email will notify the student of the dollar amount of the award. If you are nominated to receive a National Travel Grant, the National application will be forwarded to you at that time.

**ΑΓ Travel Grant Reimbursement.** Upon return from travelling, email the current awards chair and you will be provided with a chart string to use on your expense report.

**National Travel Grant Reimbursement.** If you are the recipient of a National travel grant, the National organization will send your check to the address supplied in your National application. Please allow 4 to 6 months for processing of National travel grants. If there is a problem with your National Travel Grant, please contact the National officers. If you happen to be leaving the department before your check is awarded, please make sure to leave a forwarding address with the current chapter president.

**Submissions:** Please fill out the below application and send it to Kaitlyn Perez, the 2017–2018 chapter awards chair, via email (nuplu.awards@gmail.com).

**Northwestern University
Alpha Gamma Chapter - Phi Lambda Upsilon
2017–2018 Travel Grants** **Application**

*Valid for travel between September 1st, 2017 and August 31st, 2018*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  |  |  |  | **Date:** |  |  |
|  | *Last* |  | *First* |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Email Address:** |  |  |  |
| **Research Advisor:** |  |  |  |  |  |
| **Year in program at time of travel:** |  |  |  |  |  |
| **Number of conferences previously attended:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Type of Grant Requested:**  | **ΑΓ**  | **National** |  |  |  |  |  |
|  | **Have you ever received a National or ΑΓ Travel Grant? *(You may only receive one grant during your time at NU).***  **Yes No** |
|  | **If you are applying for a ΑΓ Travel Grant and do not receive it, would you like to be considered for a National Travel Grant?** **Yes No** |
|  |  |  |  |  |  |  |  |
| **Type of Presentation:**  |  **Talk**  | **Poster** |  |  |  |  |  |
| **Name of Conference:** |  |
| **Conference Location:** |  |  |  **Conference Dates:** |  |
|  |  |

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| --- |
| **Contributions to PLU:** Please LIST your contributions as a volunteer at a PLU event *in the past 12 months* along with the date and number of hours |
|  |
| **Abstract:** (Please attach separately if does not fit in space provided) |
|  |
| **Please explain why it is important for you to receive this travel grant or why you particularly deserve this grant. Service to PLU and the general chemistry community should be included in this paragraph. All special circumstances including financial, seniority, opportunity, etc. can also be discussed here.** *(Please limit yourself to 200 words or less)* |
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| --- |
| **Proposed Budget**(Fill out as much as possible) |
| **Conference Registration Fee: *(early)*** |  | **$** |  |
| **Transportation to/from meeting:** |  | **$** |  |
| **Hotel:** |  |  |  |
|  |  | (if sharing, list your portion of total) |
|  | Nightly rate | **$** |  |
|  | # nights |  |  |
|  | Hotel total |  **$** |  |
| **Estimate for food:** |  | **$** |  |
| **Ground Transportation** |  | **$** |  |
| **Other** *(provide detailed list)* |
|  | **$** |  |
|  | **$** |  |
|  | **$** | **Total Cost:**  |
| **Other Resources** (NU Department/Program/External Source/Advisor/etc.) |
|  |  | **-$** |  |  |  |
|  |  | **-$** |  |  |  |
|  |  |
| **TOTAL REQUESTED** | **$** |  |
|  |
|  |
| **For PLU Board Use Only** |
| **Date Received** |  | **Approved amount:** | **Declined □** |
|  |  |  |  |
| **Decision Date** |  | **Notification Sent □** |