

ESS has secured travel funding to help ESD's doctoral students travel for professional reasons. However, because these funds are limited, we need to make sure the funding is allocated equitably. Travel will only be funded **once per student per academic year**, starting September 1. **The maximum award available is \$250 US**, to be applied towards travel costs, accommodations, and registration fees. This funding can be used in conjunction with other support such as a research project or the GSC travel grant. Students will be responsible for complying with all of MIT's travel policies, and supplying the required documentation to ESS in good-order and in a timely manner.

Applications for travel funding will be evaluated according to the following criteria:

- 1) Have you explored all of the first-line sources for funding? Can your advisor or your research group fund all or part of this travel?
- 2) Funding aside, does your advisor otherwise think you should attend this event?
- 3) What is your level of participation at this event? (e.g. giving a paper or presentation, chairing a session.....)
- 4) Is your budget reasonable?

Applications must be submitted to Elizabeth Milnes in E40-249 no fewer than **two weeks before** your anticipated travel.

Name: _____ Email: _____@mit.edu

Event Title: _____ Location: _____

Title of Work You Will be Presenting: _____

Check All that Apply: I am presenting a paper I am participating in a panel I am the primary author of the research
 I am presenting in a lecture format I am presenting a poster Other: _____

Requested Amount (\$250US max): \$ _____

Other Sources of Funding:
 Potential Actual Source: _____ Amount: \$ _____
 Potential Actual Source: _____ Amount: \$ _____
 Potential Actual Source: _____ Amount: \$ _____

Approximate Itinerary	Day	Location	Accommodation	Transportation Provider(s)

Signature: _____ Date: ____/____/____

Advisor Endorsement This event is important for my student's intellectual or professional development.
 This event is not [fully] fundable through my funding or my research group.

Signature: _____ Date: ____/____/____

Anything else you can tell us that will help inform our decision?

Advisor:

Student:
