

USF Engineering Alumni Society Conference Grant Guidelines

- The Conference Grant Program was established to encourage students to actively participate in technical conferences, to promote the USF College of Engineering, and to help students gain valuable presentation and leadership skills.
- Awards will be processed on a semester basis. Recipients will be notified of award approximately 2 weeks after the deadline date.

<u>Submission Deadline</u>	<u>Conference Held</u>	<u>Enrollment Requirement</u>	<u>Anticipated Award Payment</u>
October 15th	August to December	Fall	November
February 15th	December to April	Spring	March
May 15th	April to August	Summer	June

- Awards are made to qualified candidates based upon available funding and distribution across disciplines/conferences. When multiple students apply for the same conference, awards may be based upon a first come first serve basis until the discipline/conference cap is reached. Therefore, apply early! Preference will be given to students who have not previously received this grant.
- Grant amount is \$250. It is paid through the Financial Aid Office directly to your student account (OASIS).
- Qualified candidates must
 - Be a student (graduate or undergraduate) in good academic standing and enrolled during the semester for which applying.
 - Provide proof of participation (any of the following is acceptable):
 - A copy of a **conference program** showing your presentation. The document must name you specifically as a presenter.
 - A copy of your **acceptance letter** on the conference program, letterhead, website, or other official media.
 - A letter from your Department Chair, Major Professor or Faculty Advisor acknowledging your role as an **officer representing an engineering society/chapter**. Note that support could be limited to one officer per conference, pending grant availability.
 - A letter from your Department Chair, Major Professor or Faculty Advisor acknowledging your role in an **engineering competition**. Note that support could be limited to one team member per competition, pending grant availability.
- Students receiving funding will be expected to submit a written report about their conference experience (one paragraph) to the Engineering Alumni Society within 30 days of the conference date. Failure to provide this report may jeopardize your society or department from receiving future funds under this program.

*For more information, contact the **Engineering Alumni Society**
via Steve Janosik at steven.janosik@ghd.com*

Engineering Alumni Society
CONFERENCE GRANT APPLICATION

Name: _____ USF ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Info Phone: _____ E-mail: _____

Conference Name: _____

Conference Date(s): _____ Location _____

Department: _____

Are you a full-time student: _____(Y/N) Are you: Undergrad Student Graduate Student

Are you: Presenting a Paper In a Competition Representing an Engineering Society

Describe your anticipated participation (present paper/poster, academic competition, officer leadership training, etc – please be specific).

Applicant Signature: _____ Date: _____

Dept Chair/Major Prof/Advisor Name: _____ Phone: _____

Signature: _____ Date: _____

Submit applications to Steve Janosik, GHD: steven.janosik@ghd.com

Attach Proof of Participation (as described in Guidelines). Incomplete applications will not be considered for funding. Students receiving funding will be expected to **submit a written report** to the EAS within 30 days of the conference. Failure to submit a report may result in the department/organization being ineligible for future grants.