



## **2009 Student Chapter Travel Grant Application Form Instructions**

**O&P First Round Application Deadline: 16 March 2009**

**O&P Second Round Application Deadline: 12 June 2009**

**All other conferences: 12 weeks before first day of conference**

### **Funds:**

Each Chapter in good standing may apply for travel support of up to \$1,000 US to attend an SPIE conference. If possible, applicants are encouraged to seek other additional sources to support their travel.

### **Criteria:**

1. The Student Chapter must be in good standing. In order for a Chapter to be in good standing it must have a minimum of ten (10) current SPIE members and have submitted a report on chapter activities within the last twelve (12) months.
2. One student per chapter should be nominated as the Travel Grant applicant. Ideally, this is a decision undertaken by the entire chapter as to who will serve the chapter best by attending the conference.
3. Previous Chapter Officer Travel Grant awardees are not eligible. This award is designed to encourage new officers to contribute to the chapter.

### **Procedure:**

1. The travel grant application must be completely filled out and signed by the student and the chapter advisor – scanned signatures are acceptable.
2. **A letter of recommendation from the student's advisor is required.**
3. If you require a visa to visit the United States, **the invitation request form must accompany the travel grant application.**
4. If there is a chance you will be unable to attend, please submit a full application for an alternate member in the Chapter.

### **Deadlines:**

Deadlines are firm. Incomplete applications and applications received after the deadline will not be considered. As funds are limited, not all requests can be supported.

Please email (preferred) or fax applications to:

Student Activities Coordinator

SPIE

Fax: +1 360 647-1445

Email: [students@spie.org](mailto:students@spie.org)

### **Contact:**

If you have any questions regarding the grant, please read the complete Travel Grant FAQ in the Chapter Resources section of <http://spie.org/studentchapters>

If the FAQ does not answer your questions, contact the Student Activities Coordinator at [students@spie.org](mailto:students@spie.org) or call +1 360 685 5426.