



## **2011 Student Chapter Travel Grant Application Form Instructions**

**O+P First Round Application Deadline: 11 March 2011**

**O+P Second Round Application Deadline: 3 June 2011**

**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. For some countries, travel support will be increased based on need. Generally, we are able to adhere to the following principle: "\$1,000 US or enough to fund the travel of at least one person from the Chapter to the meeting." If possible, applicants are encouraged to seek 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. Fill out the online application form.
2. To make the application complete, an advisor's letter of recommendation is required. Please email recommendation letters to: [students@spie.org](mailto:students@spie.org).
3. If there is a chance you will be unable to attend, please submit a full application for an alternate member in the Chapter.

### **Deadlines (noted above):**

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.

### **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 Benjamyn Lockwood, Student Activity Coordinator, at [benl@spie.org](mailto:benl@spie.org) or call +1 360 685 5426.