Application for a Conference Grant

Please type; handwritten applications will not be accepted.

**Important Note:**
If awarded a grant, the applicant must present a report within eight weeks from the end of the project.

Name of applicant(s): Degree Status:
Department:
Date of last conference grant received from CMES:

**Conference Information**
1. Conference name:
2. Location:
3. Start and completion dates:
4. Nature of participation (presenting a paper, chairing a session, etc.):
5. Title of paper or presentation:
6. Author(s):
7. Deadlines: For registration: For submitting the full paper:

**Requested Support:**
1. Travel (Specify the type of travel support needed. For air travel, please give the flight route):

**Supporting Documents (to be attached to application):**
Please provide the following information. **Missing items may render the application non-responsive.** If a section is not applicable, please do not leave it blank; write Not Applicable or None as appropriate.

1. **Budget justification.** Please provide full justification of expenditure
2. **Conference Description:** A copy of the brochure attached: __ Yes __ No
3. **Letter of acceptance of presentation:** A copy attached: __ Yes __ No
4. **Abstract/Paper attached:** __ Abstract only __ Full-length paper __ None
5. **Importance of the conference:** Write a paragraph about the importance of the conference and why it is important for you to participate in it:
6. **CMES Grants:** List below all grants received from CMES (most recent first):

   **Grant #1:**
   a. Grant type:
   b. Grant title:
   c. Location:
   d. Dates:
   e. Amount received:
   f. List of resulting publications:

   Please add information for other grants as needed.

   Applicant’s signature: ___________________   Date: _____________