

CBES Travel Awards

The Center for Bio-Inspired Energy Science will offer travel awards to support postdocs and students traveling to scientific meetings and conferences to present a talk or poster on their CBES-related work.

The award will provide reimbursement for registration and travel expenses of up to \$750. Travel awardees will be selected based upon the scientific merit of the submitted abstract and relevance to CBES.

Award recipients must acknowledge support of the Center for Bio-Inspired Energy Science in their presentations or posters.

Eligibility

All postdoctoral fellows and graduate students affiliated with CBES are eligible to apply for the award.

Guidelines

Application may be submitted at any time but must be at least 30 days prior to the start of the conference.

To be considered for the award, complete the *CBES Travel Award Application Form* that follows this letter. Requests must include an abstract of the presentation, a brief description of the scientific meeting, and a letter of recommendation from your CBES principal investigator/faculty advisor.

Submit all materials via email to CBES@northwestern.edu.

Award recipients will receive funds through a reimbursement process and must submit copies of receipts documenting incurred expenses, no later than 30 days following completion of the conference. Detailed information about the reimbursement procedures will be provided to the award recipients.

For any questions, please contact Dan at daniel.carstensen@northwestern.edu or 312-503-6707.

CBES Travel Awards Application Form

Name of Applicant: _____

Institution: _____

CBES PI/Advisor: _____

I am a (check one): postdoctoral fellow graduate student

I intend to (check all that apply): give a talk present a poster

Title of Presentation: _____

Name of the Conference: _____

Location: _____ Date(s): _____

Link to Conference Website: _____

Status of Abstract, if applicable: Abstract proposed
 Abstract submitted and accepted

Provide a brief explanation on the CBES related benefits of attending the conference (3-4 lines max):

Attachments (check and include):

- Copy of proposed or accepted abstract.
- Letter of recommendation from PI/advisor.
- Travel budget worksheet (see next page)

Submit completed form with attachments to CBES@northwestern.edu.

Travel Budget Worksheet

Use this worksheet to estimate the anticipated total cost of your trip and the amount requested from the CBES Travel Award. Reimbursement will cover only actual expenses incurred. Include this worksheet with your application.

Conference Registration Fee _____

Transportation Subtotal _____

Airfare (economy class) _____

Ground Transportation (taxi, bus, rental car, etc.) _____

Personal Automobile (mileage: _____ x \$0.575 per mile) _____

Parking _____

Lodging Subtotal (# of night(s): _____ x nightly rate: _____) _____

Meals Subtotal (should not exceed \$65 per day) _____

Other Expenses Subtotal (list below) _____

Anticipated Total Travel Expenses _____

List below other available sources of funding to help defray the costs of this trip:

Total Amount Requested from CBES (up to \$750) _____