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.

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<th>Submission Deadline</th>
<th>Conference Held</th>
<th>Enrollment Requirement</th>
<th>Anticipated Award Payment</th>
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<td>October 15th</td>
<td>August to December</td>
<td>Fall</td>
<td>November</td>
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<td>February 15th</td>
<td>December to April</td>
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<td>April to August</td>
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- 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 is limited to one officer per conference.
    - A letter from your Department Chair, Major Professor or Faculty Advisor acknowledging your role in an engineering competition. Note that support is limited to one team member per competition.

- 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 Steven Janosik, GHD, 4019 East Fowler Avenue, Tampa, Florida 33617 or 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.

Rev July 2016