

## **ECE Student Travel Fellowship**

The ECE Department encourages graduate students to share their scholarly work with the professional community. As such in addition to the [Graduate School: Special Research Fellowships – Student Travel](#) and Student [Government Association Travel Funding](#), the ECE department supports student travel for presenting student authors. The ECE Department has partnered with the IEEE Wichita Section to support student travel.

### **Maximum award amount:**

	<u><b>ECE Dept.</b></u>	<u><b>IEEE Wichita Section</b></u>	<u><b>Total</b></u>
IEEE Conference	\$300	\$300	\$300
Non-IEEE Conference	\$300	-	\$300

### **Eligibility:**

- Must be in good standing in MSECE or Ph.D. in EECS (ECE focus).
- Must have a ECE faculty member as a co-author of the paper.
- Students may receive only one award per academic year (July 1 to June 30<sup>th</sup> of the following year)

### **Department can support the following:**

- Registration
- Travel (including local travel from the airport to the hotel at destination)
- Lodging

**Preapproval:** Students should get preapproved by the Department Chair and IEEE Wichita Section chair (for IEEE conferences only). Students should submit the following as a part of preapproval.

- Completed application form.
- Proof of acceptance
- Abstract

**Payment:** Students will be reimbursed for their expenditure after the conference. To receive the payments, student should submit the following:

- Itemized receipts for all expenditure. All expenditures must be paid by the traveler. State of Kansas does not allow one person to pay other traveler's expenditure.
- Detailed report on support from other funding sources, including conference organizers.

## **ECE Student Travel Fellowship Application Form**

### **Part A: Applicant information**

Date: \_\_\_\_\_

Conference Type: \_\_\_\_\_

IEEE Membership Number: \_\_\_\_\_ IEEE Member Type: \_\_\_\_\_

Name: \_\_\_\_\_ myWSU ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Do you have an approved plan of study: \_\_\_\_\_

Expected semester of graduation: \_\_\_\_\_

### **Part B: Conference Information**

Conference Name: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ to \_\_\_\_\_

Conference Location: \_\_\_\_\_

Conference Website: \_\_\_\_\_

Are you attending this conference in person or in a virtual format: \_\_\_\_\_

Do you have a paper published in this conference? \_\_\_\_\_

Are you presenting a poster without a paper at this conference? \_\_\_\_\_

### **Part C: Advisor endorsement**

Is this student presenting a work that resulted from research carried out as a student at WSU: \_\_\_\_\_

Will this student be presenting the work at this conference: \_\_\_\_\_

Written endorsement: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Part D: Information about the work to be presented**

In 100 words or less using a language that can be understood by people who are not experts in your field, provide a summary of your work:

In 50 words or less, tell us how attending this conference will help you in your academic preparation and future career plans:

#### **Part E: Budget**

In addition to IEEE Wichita Section and ECE Department, are you seeking funding from any other sources:

If your answer to the previous question is yes, please list the funding sources and the amount received.

<b>Funding Source</b>	<b>Request</b>	<b>Actual</b>
SGA		
Graduate School		
Conference		
Advisor through grants		
Other:		
Total		

Please complete the budget table below: For preapproval only complete the estimate. Use the same form for reimbursement. At the time of reimbursement, please include the actual amounts.

<b>Item</b>	<b>Estimate</b>	<b>Amount</b>
Conference Registration		
Air travel		
Ground transportation		
Accommodation		
Miscellaneous		
Total		

Student Signature

#### **Part F: Tax information for IEEE Wichita Section support**

Name as appears in tax documents:

Address: