

Conference Grant Application  
Johns Hopkins University  
Graduate Representative Organization

**Eligibility**

- Applicants must be full time graduate students in the Whiting School of Engineering or the Krieger School of Arts and Sciences, and must be registered for the upcoming semester
- Applicants must be in good academic standing
- Applicants who have previously received the grant cannot apply for another award during the current academic year.
- **Applicant's department must have been represented by a designated representative on at least 50% of the GRO meetings during the proceeding semester. A list of departmental representation is available on the GRO home page.**

**Amount of Funding**

- Conference grants cover up to 75% of an applicant's expenses. The maximum grant per applicant is \$150.
- Amounts spent in excess of a Grant allocation, even if documented with original receipts, cannot be reimbursed. Amounts spent in accordance with a grant allocation, but for which original receipts are not provided, cannot be reimbursed.

**Allowable Expenses:**

- Transportation
- Lodging
- Registration Fee
- Expenses related to presenting a paper (poster printing, photocopying, etc.)

**Non-allowable Expenses:**

- Restaurant bills and all other food expenses
- Costs related to personal advancement, such as copying and distribution of resumes

**Selection Process:**

- The selection Committee is made up of GRO volunteers
- GRO volunteers can serve only two consecutive terms. GRO representatives and officers who are applying for an award cannot serve on the selection committee. Active committee members cannot apply for awards.
- Selection Committee meets to review all eligible applications. There are several factors taken into consideration including, but not limited to:
  - Amount of Money to Allocate
  - Number of Applicants
  - Availability of funds to the applicant from other sources
  - Total Cost of Trip in relation to the maximum amount of money from a grant
  - Preference is given to senior students presenting their work
- Applicants will receive notification of the decision from the GRO via email. Grant awardees will also receive an award acceptance package via mail.
- Each Travel Grant Committee must present selection criteria to the GRO Executive Board for approval.

**Directions:**

Please submit **six copies** of the full application package (See Checklist Below) minus this instruction page to the GRO Office in Levering Hall. Applications cannot be submitted by email. All responses and application materials should be typed. Staples or paperclips are fine for use on application materials.

**Application Checklist:**

The Completed Application Form (following two pages)

Any Supporting Documentation (Abstracts, Conference Programs, Confirmation Letters, Reservations, etc.) can be included to a maximum of 5 pages.

If awarded, the GRO may call upon you to volunteer up to five hours of your time within the next year.

You will be required to submit a short report of all activities undertaken with support from the award within two weeks of your return from the conference. You will also perhaps be asked to write an article in the GRO newsletter, the Grad News. Any delinquency in these matters will deem the awardee ineligible for future grants from the GRO.

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Name: \_\_\_\_\_  
Department: \_\_\_\_\_

Thank you for your interest in the GRO Conference Program. We look forward to reading your application.

**General Information:**

- Name:
- Department:
- Year of Study:
- Email address:
- Mailing address:

**Conference Information:**

- Title of Conference:
- Date / location of conference:
- Role in conference (attendee/presenter):
- If presenter, indicate what type of presentation (poster, talk, etc.):
- Attach supporting documentation of the conference including abstracts/conference descriptions. (max. 2 pages)
- What is your purpose in attending this conference, and what do you expect to gain from attending it?

-Please list all sources and amounts of funding you are receiving for this conference, including your department and/or advisor's contribution.

-Have you applied for and/or received a GRO Conference Grant before? If so, list application periods and award amounts.

-If awarded a GRO Conference Grant, are you willing to volunteer up to 5 hours of your time in service to the GRO within the next year? \_\_\_\_\_

I hereby certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Applicant signature  
Conference Grant Application

\_\_\_\_\_  
Date

Johns Hopkins University  
Graduate Representative Organization

Name: \_\_\_\_\_  
Department: \_\_\_\_\_

**Advisor**

Advisor's name:

Advisor's email address:

Dept. administrator's name:

Dept. administrator's email:

What is the typical allotment of funding for graduate student travel in your department? \_\_\_\_\_

Are any departmental funds available to the applicant, and if so how much? \_\_\_\_\_

Are there any research group funds available to the applicant, and if so how much? \_\_\_\_\_

If applicable, have you funded the applicant for conference travel before? \_\_\_\_\_

If this student does not receive an award from the GRO, are other funds available to the student that are not listed above? If so, how much? \_\_\_\_\_

Briefly discuss the importance of this conference to the student's program of study.

\_\_\_\_\_  
Name of Advisor

\_\_\_\_\_  
Advisor signature

\_\_\_\_\_  
Date