

Molecular Biosciences
Neurobiology
Chemistry
Chemical and Biological Engineering
Biomedical Engineering

**IBiS TRAVEL AWARD
APPLICATION FORM**

Please return both pages of the application with the other application materials listed below to Sarah Cowles in the IBiS office at least one month before the planned travel dates.

Note: Travel reimbursement for conferences in Chicago are limited to the registration fee only. Northwestern does not allow hotel, transportation, or food purchased while attending a conference in Chicago to be reimbursed.

Materials to be submitted with the application:

1. Travel award application form
2. Copy of the abstract that will be submitted for the meeting
3. CV including list of publications (include conference abstracts)

Student name: _____

Daytime phone number: _____ E-mail address: _____

Anticipated date of graduation: _____ Advisor: _____
Year

Research topic (or thesis title):

Name of the conference: _____ Conference dates: _____

Conference web site: _____

I will be (check all that apply): presenting a poster ☐ giving a talk ☐

Abstract title:

Significance and relevance of the meeting towards future goals:

Anticipated travel expenses (use expense sheet on the next page): _____

\$ Amount requested: \$ _____

Student signature: _____ Date: _____

Advisor signature: _____

IBiS TRAVEL AWARD TRAVEL BUDGET WORKSHEET

Instructions:

1. Apply to all possible funding sources, including: The Graduate School, the Center for Genetic Medicine, the Lurie Cancer Center, your training grant (if applicable), your NU department, and conference travel grants.
2. Refer to the conference website for accurate travel cost information.
3. Try to minimize your travel expenses by using group shuttles instead of individual taxis and by sharing hotel rooms. Please note: reimbursement of hotel charges will be capped at \$150/night, meals at \$55/day. Costs exceeding these caps will be the responsibility of the traveler.
4. Conference registration fee support will be limited to the cost of early conference registration for members.

**** Please note that the university has its own travel spending guidelines that must be followed. [Here](#) is the link to the university's webpage.**

PROJECTED COSTS

Early conference registration fee \$ _____

Transportation total \$ _____

Air/rail fare \$ _____

Public Transportation \$ _____

Parking/Tolls \$ _____

Hotel total \$ _____

Nightly rate (\$150 max) \$ _____

of Nights _____

Other expenses total (provide detailed list) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL TRAVEL COSTS \$ _____

As a condition of the IBiS travel award I have applied for a TGS Travel Award:

___ Yes

___ No, I have already used two

___ No. Please explain why _____

I will also be applying for travel funds from (check all that apply):

☐ Lurie Cancer Center - \$ _____

☐ Center for Genetic Medicine - \$ _____

☐ Training Grant: _____ - \$ _____

☐ NU Department: _____ - \$ _____

☐ Others, please specify: _____ - \$ _____

TOTAL AMOUNT REQUESTED FROM IBiS PROGRAM \$ _____