Directions for Completing the Request Form

Dear Conference Travel Grant Applicant,

Thank you for your interest in this professional development opportunity. Please read the following carefully to increase your chances for approval. Please review the details available at https://engineering.purdue.edu/Engr/Academics/Graduate/ProfessionalDevelopment/TravelGrantProgram.

Our mission in making these funds available is to assist you in taking advantage of all that a conference has to offer – experts in your field, networking for future employment, in addition to an opportunity for you to present your research. Please submit your request at least one month prior to the conference. Students are expected to pay for all conference expenses and are only eligible for up to $500 reimbursement after the conference report is submitted.

Requests may be denied for the following reasons:
- Incomplete, handwritten, or careless completion of the attached request form
- Preliminary exam not completed
- Student previously received CoE travel grant
- No evidence of oral presentation from conference organizers
- Faculty advisor has met the limit of 2 graduate students approved grants per year
- Date of request is too close to conference date (within one month) or the conference is too close to graduation (within two months)
- Electronic or stamped signatures by faculty advisor or graduate chair
- School has exhausted fund allocation for this award period

I've attached (1) the form you need to complete and submit prior to your conference to request the funds and (2) an example of one that is well done. I highly recommend that you review the example before completing your request. After you complete your request form, with the required signatures of your major professor and graduate chair, please return it to me as an email attachment. It will be reviewed for approval, and I will get back to you with the reply within a week. Each student is limited to one conference during their Ph.D. program. Each faculty member is limited to two approved student grants per year. If you are unable to get an actual signature from your advisor or graduate chair, an email approving your request can be sent to me by either or both. The funding may cover travel expenses, lodging, and/or conference expenses up to $500.

IMPORTANT: In order for you to obtain approval for these funds, I suggest that you complete the form with thoughtful and thorough information concerning your goals for the conference and whom you plan to meet and why. It is best if you avoid generic comments, such as: “It will help with future research” or “It will allow networking opportunities.” Make your goals specific to your situation. In addition, your writing should be free of errors. Poorly written requests are unprofessional and will not be funded.

REMEMBER: Attach a copy of your acceptance for an oral presentation from the conference. Your invitation must be for a presentation and not simply to provide a poster.

Submit travel expense reports within 120 days
Effective January 1, 2017, all expense reports submitted greater than 120 days from the end of the business trip will be reported to the tax department and added to the traveler's taxable income. Purdue University operates under the IRS accountable plan. This plan allows the University to reimburse employees for business travel expenses without reporting them as taxable income as long as the traveler adequately accounts for these expenses in a reasonable period of time. The reasonable period of time has been determined to be 120 days from the end of the trip. The application of this rule has been inconsistent in the past due to the manual effort of tracking these items. A new process has been put in place to identify these payments and tax them accordingly.

Per the University travel rules and guidelines regarding adequately accounting for travel expenses, an expense report must be submitted in Concur Travel and Expense within 120 days after the end of the trip.

If you should have any questions during this process, please don't hesitate to contact me. I’ll be happy to help.

Kind regards,
Joanne

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REQUEST FOR CONFERENCE TRAVEL FUNDS
College of Engineering
Office of Graduate Education
Applicant must be making an oral presentation of research at the conference.
IMPORTANT: All fields need to be completed.

Download and save this form as a Word document, complete all areas, and then print the form for the signatures. No electronic signatures permitted. Scan and submit it as an email attachment to jlax@purdue.edu.

Please submit this form one month prior to your conference and allow at least a week for processing.

Student’s name:     Student’s e-mail address:
Advisor’s name:     Advisor’s email:
CoE School: _____ Date of preliminary exam: ___/___/____ Anticipated graduation date: ___/_____
(mm/dd/yyyy)   (mm/yyyy)
Conference title:
Conference dates: ___/___/____ to ___/___/____ Conference location: ____________________________
(mm/dd/yy)      (City, State or Country)
Title of presentation(s):
1. 
2. 
Names of authors on each paper presented:
1. 
2. 
Titles of 3 most important technical sessions you plan to attend:

Mark the activities in which you plan to participate at the conference other than attending sessions.
Technical division meetings □ Working group meetings □ Governance meetings □
Exhibitions □ Receptions □ Mixers □ Workshops □ Other (please specify) ___________

People (name and affiliation) you want to meet or hear at the conference (list three). What will you ask them?
1. 
2. 
3. 

Goal 1: How, specifically, do you expect this conference to advance your research and career, and enhance your professional skills.

Goal 2: How do you plan to share what you learned with your fellow students at Purdue?

I verify that I have read all the rules and regulations at www.eng.purdue.edu/grad under Professional Development.
Student’s signature: _______________________________ Date: ____________

I verify that I have read this document and approve the student attending the conference as stipulated in the information found at www.eng.purdue.edu/grad.
Advisor’s signature: _______________________________ Date: ____________
Grad Chair’s signature: _____________________________ Date: ____________

*IMPORTANT – attach copy of notification that paper has been accepted for an oral presentation at the conference
REQUEST FOR CONFERENCE TRAVEL FUNDS
College of Engineering
Office of Graduate Education and Interdisciplinary Programs

IMPORTANT: All fields need to be completed.
Enter information electronically by downloading and saving as a Word document, complete all areas, and then print the form for the signatures. Scan and submit it as an email attachment to fishersk@purdue.edu. Please submit several weeks prior to your conference and allow at least a week for processing.

Student’s name: 
Advisor’s name: 

CoE School: _____ Date of preliminary exam: __/__/____ Anticipated graduation date: __/__/______ (mm/dd/yyyy) (mm/dd/yyyy)

Conference title:

Conference dates: __/__/____ to __/__/____ Conference location: ________________________ (City, State or Country)

Title of presentation(s):
1.
2.

Names of authors on each paper presented:
1.
2.

Titles of 3 most important technical sessions you plan to attend:

Mark the activities in which you plan to participate at the conference other than attending sessions.

Technical division meetings ☐ Working group meetings ☐ Governance meetings ☐
Exhibitions ☐ Receptions ☐ Mixers ☐ Workshops ☐ Other (please specify) __________

People (name and affiliation) you want to meet or hear at the conference (list three)

1. Dr. Gul F. Okudan Kremer, Professor of Engineering Design and Industrial Engineering at Penn State University. Dr. Kremer’s research mission is to investigate the design and implementation of multi-criteria decision analysis methods for improvement of products and systems. This is accomplished through research that is focused on modeling the complex decision contexts to develop more efficient decision making tools for alternative evaluation with the ultimate goal of improving designed artifacts and systems for increased productivity, and benefit to stakeholders. I plan to specifically ask her about the correlations of product architecture with supply chain graph.

2. Dr. Karl R. Haapala, Assistant Professor in the School of Mechanical, Industrial, and Manufacturing Engineering at Oregon State University. His research addresses sustainable manufacturing challenges, including life cycle engineering methods, manufacturing process performance modeling, and sustainable engineering education. I plan to specifically discuss my environmental indicator estimations with my prototype tool, VISER.

3. Dr. Marcos Esterman, Associate Professor in Industrial & Systems Engineering at Rochester Institute of Technology. His research focuses on structured product development methods, sustainable printing, and print as a manufacturing process. I plan to specifically discuss educational models with Prof. Esterman, since I aspire to be a professor.
**Goal 1:** How, specifically, do you expect this conference to advance your research and career, and enhance your professional skills.

This being my first professional event after passing my preliminary exam, I consider this conference to be a cornerstone for the progression of professional development. Specifically, I am interested in pursuing an academic career where service within technical conference sessions is very important. This year, I have been assigned to be a Session Chair for the DFMLC-12-1, titled Sustainability of Industrial Systems. This will grant me exposure to top researchers and open up discussions directly pertaining to my career goals and research. This conference will also be the first public presentation of a prototype tool, VISER, which I have developed. VISER offers a visualization dashboard consisting of multiple mutually coordinated views that provide different perspectives on a particular supply chain scenario. This work is quite novel to the DFMLC community and input from DFMLC leaders is vital for the further development of the tool. In the past, our lab has used the ASME IDETC conferences as means for dissemination of research topics. For example, Marcos Esterman, with whom I plan to meet, adopted the Function Impact Method from our team after we presented the work in Montreal, Canada in 2009. Strengthening these core relationships will create more opportunities as my career progresses and extend the reputation of Purdue University.

**Goal 2:** How do you plan to share what you learned with your fellow students at Purdue?

After every conference, we hold a group meeting to list specific papers and people of interest that have made impactful contributions to the research community. We then discuss specific topics that could help others and disseminate those specific papers to the appropriate students. Our lab, in particular, has a "tight knit" feel in which casual conversation generally revolves around research related topics. I do not see any reason why after this conference, we will not have those same discussions. Furthermore, I would argue that now as a candidate, I will have a deeper insight into how specific work can enhance my colleagues' research. I plan to disseminate material where appropriate.

Student's signature: _______________________________ Date: __________

We verify that the above student qualifies for the travel funds and that we have read this document and the terms of the grants outlined at https://engineering.purdue.edu/Engr/Academics/Graduate.

Advisor's signature: _______________________________ Date: __________

Grad Chair's signature: ___________________________ Date: __________

*IMPORTANT – attach copy of notification that paper has been accepted for the conference