

VIPP PARTICIPANTS CONFERENCE TRAVEL GRANTS

Through its Endowments, VIPP can provide a small amount of travel grants to support 12-month GPEP and SGPEP program participants to attend academic or professional conferences, workshops or other relevant events held in the U.S. during your VIPP program. If you are currently a VIPP participant and are planning to attend a conference or professional activity directly related to your professional development, we invite you to apply for funding from the VIPP Endowment. This travel must be domestic.

1. If you plan to travel and participate officially in a professional conference as a presenter where your paper is published in the conference proceedings with an ISBN number, a relevant VIPP Endowment may provide a travel grant up to \$600. This grant award is valid to participants who submit their paper during their 12-month VIPP program, and the conference can be during or after the program. Your paper will need to acknowledge MSU VIPP.
2. If you plan to travel and attend a professional conference as a presenter where there is no formal publication, or you will chair a session or act as a panelist, a relevant VIPP Endowment may provide a travel grant of up to \$300.
3. If you plan to travel and attend a professional conference, or any event that directly relates to your professional development, a relevant VIPP Endowment may provide a travel grant worth up to \$200.
4. VIPP participants may apply more than once for the Conference Travel Grants, but preference is given to those participants who are applying for the first time.
5. The application form is on page 2 of this document. Completed applications must be submitted electronically to Dr. Xiaoqing Chen, Academic Advisor (chenxia6@msu.edu) at least four weeks before the travel takes place. Evidence of conference acceptance or copy of email communications must also be submitted.
6. VIPP's Academic Committee will review all applications and will award funding based upon (a) availability of the funds; (b) relevance of the travel to professional development.
7. Approved funding will be paid to the participant upon return from the travel subject to evidence of conference or event registration with a short report, which should be submitted to Dr. Xiaoqing Chen.

**APPLICATION FORM
CONFERENCE TRAVEL GRANTS**

The following application form should be submitted electronically to Dr. Xiaoqing Chen at chenxia6@msu.edu, at least four weeks before the conference/visit takes place.

NAME: _____ Your Coordinator's Name: _____
AFFILIATION: _____ EMAIL: _____
THE AMOUNT OF MONEY BEING REQUESTED: \$ _____

* Note: If a travel grant/scholarship is awarded, you are responsible for any taxes due by the university.

1. CONFERENCE/VISIT INFORMATION

- Name of Conference/Agency

- City, State

- Time Period

- Purpose

2. PAPER INFORMATION¹ (IF YOU WILL MAKE A PAPER PRESENTATION)

- Title
- Brief Description

3. ESTIMATED BUDGET

- Transportation : \$ _____
- Lodging: \$ _____
- Meals: \$ _____
- Conference Fee: \$ _____
- Total Budget: \$ _____

APPLICANT'S SIGNATURE: _____ Date: _____

APPROVALS

Academic Advisor's Signature

Printed Name

Date

Director's Signature

Printed Name

Date

The date the funds were dispensed: _____

The endowment source: _____

¹ Please provide paper acceptance notification from the Conference, or invitation to be a panelist or chair of any session of the Conference.