



MSU SMACS Travel Requirements



The MSU SMACS will provide partial to full funding for undergraduate chemistry majors to present their research at regional and national meetings.

Criteria for funding:

1. The student must be fully active in the MSU SMACS. This includes participating in as many events and functions as possible. This does not include just attending meetings.
2. The student must be presenting a poster or oral presentation.
3. The student must be actively involved in fund-raising efforts (This is where funding for trip is raised).
4. The student must be a chemistry major.
5. The student must have a written statement from their research advisor explaining why SMACS should fund their travel. (The statement must be included with the application form)
6. SMACS has to reserve hotel rooms and figure out how much funding is available so as soon as the announcement goes up for applications the student must meet the deadline. Late applicants will not be funded. The deadline will be several weeks before the actual conference registration deadline.
7. The student may have to pay for fees and then be reimbursed by SMACS.
8. If a student submits the SMACS application form to attend a conference but does not fulfill all requirements or fails to attend the conference he/she will be required to repay all expenses to SMACS.
9. The travel application is included with this letter. The student is required to complete the application at least one month before the conference registration deadline.

If you have any questions, please contact Dr. Gwaltney, Dr. Mlsna, Dr. Dornshuld, or Cindy Williams. Please return the completed application form to Cindy Williams.

Thank you,

Dr. Steven Gwaltney
SMACS Advisor

Dr. Deb Mlsna
SMACS Advisor

Dr. Eric Dornshuld
SMACS Advisor



MSU SMACS Travel Application

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Part I: To Be Completed By the Applicant

Name

First

M.I.

Last

MSU Net ID:

9 Digit MSU ID:

Phone: ()--

Mailing address:

Street

City

State

Zip

Major Advisor:

Conference Title:

Location:

City

State

Date of Conference:

Type of Presentation: (circle one) ORAL or POSTER

Registration Deadline:

Presentation Authors:

Presentation Title:

Note: SMACS will not pay transportation if a carpool is available. If several students are traveling they will be required to share a hotel room (no co-ed rooms).

By signing below I have agreed that all requirements are satisfied. I will submit this form to the SMACS advisor at least **one month** before the conference registration deadline so that SMACS can check on available funding and determine how much funding is available for each student.

Signature:

Date:

Please List all activities you have participated in with SMACS. List approximate number of hours for each.

(If more space is needed, attach another page to this form)



MSU SMACS Travel Application

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Part II: To Be Completed By the Research Advisor

Attach this page to the Travel Application page 1. Please indicate if the student is ready to present their research and give a short statement declaring why the MSU SMACS should support the student with funding.

Part III: To Be Completed By a SMACS Officer/Advisor

Approved: YES or NO

Comments:
