

ECpE Graduate Student Professional Development Support Request

Complete and Submit to: sara k harris, 2215 Coover Hall

Eligibility

- Support can be availed once in a fiscal year
- Student must present a paper or poster
- Student must apply for a Professional Advancement Grant through the Graduate College
- Must be an ECpE MS/PhD student
- Abstract must be attached to the application
- Student must provide info on the conference, acceptance rate, etc.

Graduate Student Information

NAME (Last, First MI) _____

☐ M.S. ☐ Ph.D. ☐ Presenting **Conference** Paper ☐ Presenting **Workshop** Paper ☐ Presenting **Poster**

☐ Graduate College PAG Submitted Please be sure when you submit your PAG, that you have "sara k harris, 4-1097, 2215 Coover Hall" as contact and "TBD" for Dept. Support on Page 2

☐ Abstract Attached

Professional Meeting Information

City/State/Country of Meeting _____ Dates of Travel _____

Meeting Name (NO Abbrev.) _____

Acceptance Rate _____ # of Pages of Paper _____

.....**STOP and get advisor's signature (Advisor must denote Tier Level below)**.....

Advisor (Print Name & Sign) _____

Tier Level (Top, Mid, Low) _____

.....**Submit to 2215 Coover Hall**.....

Actions Taken by Department

Department Support Approved

For **conference** paper presentation:

- ☐ \$500 for very low acceptance rate
- ☐ \$400 for low acceptance rate
- ☐ \$300 for mid acceptance rate

For **workshop** or **poster** presentation:

- ☐ \$200 for low acceptance rate

Use Acct # 497-02-85-00-7750

Reason for denial: _____

Graduate Support Approved

\$_____ GPSS support approved

Use Acct # 202-18-93

Reason for denial: _____

☐ PAG Excel File Updated

Director of Student Professional Development, ECpE Department

Date

Reimbursement Requirements

☐ **REPORT:** Must submit a brief report (1-2 pages) to Sara K Harris (2215 Coover Hall, skharris@iastate.edu) after the meeting, along with the reimbursement receipts, detailing what has been learned and how it helped your research or career advancement.

☐ **ORIGINAL RECEIPTS:** The ECpE Travel Reimbursement Form and original receipts must be turned in to the ECpE Accountant in 2215 Coover Hall, within 30 days of the last day of travel. The reimbursement form can be found online at: <http://www.ece.iastate.edu/academics/graduate-forms/>