

2017-2018 OEE FINANCIAL ASSISTANCE AND TRAVEL SUPPORT

PURPOSE

The Ohio State University is dedicated to advancing education, research, and innovation related to energy, the environment and sustainability. To further these goals, the Office of Energy and Environment (OEE) is pleased to offer limited financial assistance for full-time undergraduate, graduate and professional students to promote and use their education, skills and research in these areas beyond our campus boundaries. Students may use this funding to participate in conferences, seminars, symposia or competitions related to energy, the environment, and sustainability.

This limited financial assistance is meant to complement other funding sources. Financial assistance will be limited to no more than **\$500** for domestic travel (i.e., within the continental US) or **\$1,000** for international (i.e., outside of the continental US) travel. All travel funding assistance applications must have an approved travel number processed through the student's college/unit/department fiscal agent. Funding will be awarded on a reimbursement basis only and will only be transferred to a valid Ohio State chart-field destination upon completion of travel and submission of a post-trip expense report. Funding is limited to one trip per student per academic year. Questions may be sent to OEEStudentPrograms@osu.edu.

ELIGIBILITY

Full-time degree-seeking undergraduate, graduate and professional students in good standing from any OSU campus, college, department, or unit may apply for this limited financial travel assistance.

Priority will be given to student travel related specifically to energy, the environment, and sustainability, and to students who are officially participating in the conference, seminar, symposia or competition, or who are presenting their work. Due to limited funds and to allow our office to support a variety of student travel, funding is designated for the benefit of individual students and not group travel. Employees of the Office of Energy and Environment are not eligible to apply.

APPLICATION CHECKLIST

In order to be considered, students must submit a completed applications packet no later than 60 days prior to the conference, seminar, symposia, etc. Application packets must include:

- Completed application form
- One-page personal statement
- Presentation, abstract, or summary
- Meeting agenda or travel itinerary
- Unofficial transcript or advising report
- Faculty Letter of recommendation

Applications may be submitted by mail or in person at the Office of Energy and Environment, 3018 Smith Laboratory, 174 West 18th Ave., Columbus, OH 43210, or by email (PDF only) at OEEStudentPrograms@osu.edu.

AWARD NOTIFICATION

Award recipients will be notified by email no later than 15 days after submitting a complete application. Students are encouraged to make their own travel arrangements as early as possible. To help ensure prompt reimbursement, recipients should submit post-trip expense report no later than 15 days after their return. Reimbursements will be made no later than 30 days after receiving all travel-related receipts for which the student is seeking reimbursement. Reimbursements cannot be made if travel receipts and documentation are not submitted.

**OEE FINANCIAL ASSISTANCE AND TRAVEL SUPPORT
Application**

STUDENT INFORMATION

Name	<input type="text"/>	Email Address	<input type="text"/>	
Street Address	<input type="text"/>	OSU Student/Employee ID	<input type="text"/>	
City	<input type="text"/>	State	<input type="text"/>	
	Zip	<input type="text"/>	Major	<input type="text"/>
Phone Number	<input type="text"/>	Full-time or Part-time?	<input type="text"/>	

TRAVEL INFORMATION

Purpose

<input type="checkbox"/> Conference	<input type="checkbox"/> Competition
<input type="checkbox"/> Seminar/Symposium	<input type="checkbox"/> Other (please specify) <input type="text"/>

Participation

<input type="checkbox"/> Presenting	<input type="checkbox"/> Competing
<input type="checkbox"/> Participating	<input type="checkbox"/> Other (please specify) <input type="text"/>

Travel Details

Departure Date	<input type="text"/>	Destination	<input type="text"/>
Return Date	<input type="text"/>		

FISCAL INFORMATION

College, Department, or Unit	<input type="text"/>	Organization Number	<input type="text"/>
Fiscal Agent Name	<input type="text"/>	Program Number	<input type="text"/>
Fiscal Agent Email	<input type="text"/>	Project Number	<input type="text"/>
Fiscal Agent Phone	<input type="text"/>	Fund Number	<input type="text"/>
Amount Requested	<input type="text"/>	User Defined (User Def.)	<input type="text"/>
Other Funding Sources	<input type="text"/>	Approved Travel Number	<input type="text"/>

STUDENT CERTIFICATION

- If selected, I give permission to use my name in publicity materials.
- I affirm that the information I have provided on this application form and any additional material that I submit is complete, accurate and true to the best of my knowledge. I also understand that furnishing false information may result in revocation of this funding or may result in disciplinary action pursuant to The Ohio State University Code of Student Conduct.

Student Signature

Date

PERSONAL STATEMENT

Please use the space below to summarize your participation in the event. Be sure to discuss (a) your interest in energy, the environment, and sustainability; (b) your academic background and career goals; (c) your level of involvement in this event; (d) how your participation in this event advances your work in energy, the environment, and sustainability; and (e) your plans or contributions to lasting changes in energy, environment, and sustainability.