

School of Graduate Studies

Endowment Sponsored Mentorship Program

The School of Graduate Studies (SGS) at Case Western Reserve University (CWRU) is pleased to sponsor a program designed, in part, to facilitate mentorship between graduate students and faculty mentors.

The SGS will expend some of its endowment income to sponsor fulltime graduate student travel to conferences at which a paper or poster will be presented. Academic departments are expected to contribute funds, a 50/50 match, to demonstrate support of the application.

The maximum contribution from the SGS is \$500 for travel in the United States and \$1000 for travel outside the US in support of conference-related expenses such as registration, lodging, meals, and transportation. Furthermore, only two nights of lodging and two days of meals with a maximum meal allowance of \$48.00 are chargeable to and reimbursable with original receipts under this program and all CWRU travel policies are applicable. The applicant is responsible for making the necessary travel arrangements. Conference locations, which are within the continental United States, will receive highest priority in funding.

In order to maximize program coverage, students can receive only one award while enrolled in a degree program housed under the SGS. Applications must be endorsed by a faculty member who serves as a mentor to the student applicant and should include a brief description of that relationship (research agenda extension, joint or co-authorship, etc.). In addition, applications will be processed on a first-come, first-served basis and are subject to budgetary considerations and will be returned to applicant if incomplete. Please note that the SGS reserves the right to terminate this program without notice and to retract its financial support under adverse situations.

PRIOR APPROVAL FOR ENDOWMENT FUNDS IS REQUIRED. NO FUNDS WILL BE AWARDED AFTER THE PAPER OR POSTER PRESENTATION HAS OCCURRED.

Application Procedures:

- **Complete and submit the Endowment-Sponsored Mentorship Program Application *TWO WEEKS* prior to travel.**
- Prepare an estimate of the direct costs (registration, transportation, lodging, meals, etc.) associated with the conference.
- Submit an abstract of the paper, which was accepted for presentation, with documentation of that acceptance (association letter, program schedule, etc.).
- Include a statement at the bottom of the first page of the paper or poster, which acknowledges that the presentation was made possible, in part, through financial support from School of Graduate Studies at Case Western Reserve University.
- Deadline: None; review of applications will begin at the start of the academic year.
Number of Awards: Unspecified, but limited to and dependent on a preset annual allocation.

**APPLICATION
ENDOWMENT SPONSORED MENTORSHIP PROGRAM**

Name:		ID Number:	
Address:	_____	E-Mail:	
		Phone:	
Degree Program:			
Department:			
Adviser/Mentor:		E-Mail:	

Description of Student-Mentor Relationship:

Title of Presentation: _____

Name of Professional Organization: _____

Date(s) of Presentation (M/D/Y): _____

Conference Location: _____

To be filled out by DEPARTMENT Fiscal Authority ONLY

SpeedType: _____

Amount: \$ _____

Name of Student

Name of Mentor

Name of Department Fiscal Authority

Signature of Student

Signature of Mentor

Signature of Department Fiscal Authority

**RETURN COMPLETED APPLICATION AND MATERIALS TO:
SCHOOL OF GRADUATE STUDIES
10900 EUCLID AVENUE, NORD HALL 6TH FLOOR, CLEVELAND, OHIO 44106-7027
Phone: 216-368-4390; Fax 216-368-4250
<http://www.cwru.edu/provost/gradstudies>**