

The Brown and Friends Conference Travel Grant

As it becomes increasingly more difficult for Institutions to provide funding for conference travel, IALS provides a grant to financially assist faculty/staff who teach at a member Laboratory Institution to attend an IALS Annual Conference. The grant will provide up to two \$500.00 grants or one grant up to \$1,000.00 for expenses incurred for travel to a IALS Conference.

Eligibility

All IALS members are eligible to submit proposals for the grant. Those who have submitted a proposal to present at the conference will have a greater chance to be awarded a grant.

Procedures

- Applicants may send applications to the IALS Executive Director by Friday 15th.
- Your conference proposals must be accepted by the conference committee and a copy of the acknowledgement needs to be attached to this application.
- Funding will be sent to recipients after the conference is completed.

Application Checklist

Please use the following checklist before submitting a proposal. Applications with missing components will be disqualified.

- An application received on or before the application deadline.
- Description of your conference presentation
- Acknowledgement of accepted proposal
- Proposed budget with defined expenses and cost-sharing amounts.

The Brown and Friends Conference Travel Grant Application

IALS member _____

Laboratory School or Affiliated Campus School _____

College or University _____

Address _____

City, State and Zip _____

E-mail address _____

Provide the name of the IALS conference that you would like to attend _____

What is the name of the presentation that you intend to present? _____

(Name) (Telephone) _____

Projected Expenses in U.S. dollars.

Airfare _____

Lodging _____

Registration fee _____

Additional expenses _____

TOTAL _____

Signature _____ Date: _____