

Cornell University, School of Electrical & Computer Engineering

Grant Program for Women Graduate Students

Description The ECE *Women's Conference Travel Grants*, *Women's Professional Development Grants*, and *Women's Technical Exposure Grants* are funded by a gift from the IBM Corporation, with the goals of assisting in the retention of the current ECE female student population, increasing the presence of female scientists in high-rank ECE related positions both in academia and in industry, as well as in the recruiting of female students pursuing both graduate and undergraduate ECE degrees.

The ECE *Women's Conference Travel Grants* provide funding up to \$1200 for a first- or second-year female Ph.D. student in the field of Electrical and Computer Engineering to attend a technical conference at which she is not an author on a paper (advisors are expected to cover conference travel and participation for students who are authors).

The ECE *Women's Professional Development Grants* provide funding up to \$800 for a fourth-year (or greater) female Ph.D. student in the field of Electrical and Computer Engineering to attend a professional development conference for women in the sciences and/or engineering. Examples include Rice University's "Negotiating the Ideal Faculty Position" workshop, UMBC's "Faculty Horizons" workshop, and George Washington University's "Forward to Professorship" workshop. This list is not inclusive and is given to provide examples. Applicants are encouraged to research available programs.

The ECE *Women's Technical Exposure Grants* provide funding up to \$500 for an advanced female Ph.D. student in the field of Electrical and Computer Engineering to visit a relevant lab or research group. Such visits are meant to provide the student with professional networking opportunities, the chance to share her research more widely with experts in her field and an opportunity to heighten her professional visibility in preparation for entering the job market. As an example use, if the student will attend a conference and can extend the trip to visit a research group at a nearby or convenient university, the grant can be used to cover the additional travel expenses (in this example, the advisor is expected to cover the conference travel and attendance).

These grants are not intended as financial support for conference attendance, but rather as additional opportunities to develop collegial relations with significant people in the field above and beyond normal networking

Applicants are encouraged to consult with Profs. Hemami and Lipson before and during the preparation of an application.

Eligibility Female Ph.D. students in the field of Electrical and Computer Engineering are eligible for these grants. Applicants may receive more than one grant, depending on availability of funds.

Deadlines Applications may be submitted at any time and will be accepted on a rolling basis as they are received; however, applications must be submitted at least 4 weeks prior to the conference or travel. Applications submitted less than 4 weeks prior to an event will not be considered.

Budget Grants are generally limited to the amounts indicated, but under special circumstances, additional funds may be provided. Funds from these grants may be used to cover the travel expenditures of the applicant and conference registration fees. The grant will be executed as a travel/expense reimbursement. Standard Cornell rules apply.

Required application materials.

- Applicant's CV
- Justification. This statement should make a case for how the grant will be used and how receipt will contribute to the technical and/or professional development of the student. For technical conferences, explain the relevance of the conference and include a web link; for professional development conferences, include a description of the targeted audience and a web link; for technical exposure grants, provide evidence of a planned visit (e.g., email communications between the applicant and/or the applicant's advisor and the host) and a description of the relevance of the host/lab (also provide a web link).
- Support letter from advisor or Cornell mentor
- Itemized budget

Reporting requirements. Each recipient must complete an evaluation survey before any reimbursal will be processed.

Criteria used to evaluate applications. Applications will be evaluated by a committee of women ECE faculty based on

- Justification
- Appropriateness of the activities proposed by the applicant
- The advisor's or Cornell mentor's letter
- Itemized budget

The committee may ask for additional information and as such early application is strongly recommended.

A cover page and template for the application is provided on the next pages.

**DRAFT Cornell University, School of Electrical & Computer
Engineering**

Grant Program for Women Graduate Students

Application Cover Page

Date Request Submitted:

Name and contact information of Applicant:

Advisor:

Total Amount Requested:

Technical conference with dates and web link:

OR

Professional development conference with dates and web link:

OR

Research group/host to be visited and web link:

Dates/locations of visit:

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Please attach material which addresses the following requirements to the cover page.

Justification (please answer all questions):

1. CV from the applicant.
2. Justification:

The applicant should provide a 1 page document that describes the following:

- a) Research interests
 - b) Professional goals
 - c) Description of intended activities
 - d) Statement of need for grant funding: This statement should make a case for how the grant will be used and how receipt will contribute to the technical and/or professional development of the student. For technical conferences, explain the relevance of the conference and include a web link; for professional development conferences, include a description of the targeted audience and a web link; for technical exposure grants, provide evidence of a planned visit (e.g., email communications between the applicant and/or the applicant's advisor and the host) and a description of the relevance of the host/lab (also provide a web link).
3. Letter of recommendation from advisor or other faculty member (if the letter is not from the advisor, it must explain why).
4. Requested Budget (note that items b-d should add up to item a)
 - a) List of budget items and approximate cost for entire trip
 - b) Contribution from the advisor (\$):
 - c) Contribution from other sources (e.g., Graduate School, sponsoring center, etc.): (\$):
 - d) Contribution requested from the ECE Women's Grant Program (\$):