



## STUDENT TRAVEL GRANT POLICY

*Approved by Council: June 29, 1997*

An important objective of The ION, spelled out in its charter, is to encourage and advance navigation education. In support of this objective The ION is offering a travel grant program that is designed to provide student authors the opportunity to prepare and present papers at the Annual and Technical Meetings. The grant money will be awarded on a “need basis.” This is a matching grant that provides 50% of the travel expenses with a *maximum ION reimbursement of \$500 per student.*

Student authors are encouraged to submit abstracts for the ION Annual and Technical meetings. A copy of the abstract must accompany the application for the Travel Grant. The abstract and application are to be sent to the ION National office. The ION will forward the abstract to the meeting program chair for consideration.

### **Eligible Subject Areas:**

- Art and Science of Navigation
- Navigation System Design
- Applications of Navigation Technology

### **Eligible Educational Institutions:**

- Two year and four year colleges
- Universities
- Military Academies
- Technical Institutes

### **Eligible Students:**

- Full-time students at the aforementioned institutions
- Must not have previously been awarded an ION travel grant or have been sponsored in the GPS student contest presented by the Satellite Division while pursuing current degree
- Must be a student member of the Institute of Navigation

The national office will review applications during the abstract review periods for the ION Annual and Technical Meetings. The process of selecting student winners for each meeting will be coordinated with the meeting’s program chair. Qualifying students will be notified at approximately the same time as the notification of abstract acceptance.

### **Criteria for Approval:**

- Student is the primary author
- Abstract must be accepted for inclusion in the particular ION Meeting
- Student must be recommended by the faculty advisor at the educational institution
- Availability of funds: total budget of \$5000 (April 1-March 31) authorized by the ION Council (\$2500 per meeting)
- The educational institution has matching funds and will certify “need.” If the educational institute does not have matching funds it is permissible for the student to supply matching funds.

Specifications on Travel Grant: The grant will cover meeting registration (including conference meals, banquets and the proceedings), and on a matching basis, student transportation to and from the meeting, and hotel accommodations and non-conference meals. The award will be given on a reimbursement basis (with the exception of the meeting registration) after receipts have been submitted to the ION National Office. The ION will reimburse up to a maximum of 50% of all expenses (with a limit of \$500), whichever is less.

### **Other rules and restrictions:**

- Educational institution must be located within one of the three ION regions
- Application for grants must be submitted by the abstract deadline of the corresponding meeting (example: If February 3 was the deadline to submit abstracts for the Annual Meeting held the following summer, the Travel Grant Application for the annual meeting must also be submitted by February 3)
- Final paper must be submitted on time
- If there are more than five applicants, the funds will be awarded on a competitive basis



## STUDENT TRAVEL GRANT APPLICATION FORM

Name of applicant (Please print): \_\_\_\_\_

ION Student Membership ID number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Educational Institution: \_\_\_\_\_  
(Please attach a photocopy of current student ID verifying your status as a full-time student.)

Faculty or Administrative Representative: \_\_\_\_\_

Title of attached abstract: \_\_\_\_\_

ION Meeting in which you intend to present your paper: \_\_\_\_\_

By signing this application the author is acknowledging that they are the primary author of the paper to be presented at the upcoming ION meeting, will be presenting said paper, and are in accordance with all other rules and regulations of the travel grant policy.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

As faculty advisor of student listed above, I authorize said student is a full time student in need of financial support to attend this meeting.

Name of faculty advisor (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of faculty advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please send application and abstract to:

ION Student Travel Grants  
The Institute of Navigation  
8551 Rixlew Lane, Suite 360  
Manassas, VA 20109  
Phone: 703-366-2723  
Fax: 703-366-2724  
Email: mlewis@ion.org