

(SAMPLE) LETTER OF SUPPORT FROM STUDENT

January 1, 2009

Milton/Chang Student Travel Grant Committee
Incubic/Milton Chang Student Travel Grant Committee
Optical Society of America
2010 Massachusetts Avenue, NW
Washington, DC 20036

Dear Milton/Chang Student Travel Grant Committee,

I would like to thank the committee for the consideration of my application for the Milton/Chang Student Travel Grant. As I am sure the committee is well aware, I have recently been accepted to deliver an oral presentation at the CLEO conference in Baltimore this MONTH 2009. The committee may not be aware, however, that I am an undergraduate student in my third year at the UNIVERSITY NAME. In the summer of xxx, I performed research in the Optics Laboratory at the University XYZ under Dr. Joe Smith. This work was funded by the xxx research award, which is a national award that is granted to undergraduate students with superior academic achievement to allow them to perform research in a university laboratory during the summer term. Over the summer, I performed the novel work that my CLEO conference presentation is based on.

Since I am an undergraduate student, it is rather difficult to obtain funding for conference expenses through a research grant. I am thankful, then, for the opportunity to apply for the Milton/Chang Student Travel Grant, which would enable me to make the trip to Baltimore. Furthermore, I am travelling from XYZ City in Sample Country, and as such the cost of travel is significant. This will be my first opportunity to attend the CLEO conference, which, according to colleagues at the XYZ University, is a world class and prestigious conference.

I am excited to begin an optics career, and I feel that the opportunity to share the work I have done and meet with leaders in the field will be an excellent platform to establish myself and gain new insight into possible research interests. I am looking forward to attending the CLEO conference, and I kindly request that the committee looks favorably on my application.

Sincerely,
Sample A. Student

(SAMPLE)LETTER OF SUPPORT FROM STUDENT'S ADVISOR

January 1, 2009

Re: Sample A. Student's Application for the Milton/Chang Student Travel Grant

Dear Milton/Chang Student Travel Grant Committee Members:

I am writing in recommendation of Sample A. Student's application for the Milton/Chang Student Travel Grant. Mr. Student is a motivated undergraduate summer student entering his third year of the competitive Engineering Physics program, and is an active member of Photonics group at the XYZ University. Mr. Student has maintained a cumulative average of 4.0 in his studies thus far, and shows strong potential for a career in Photonics and Optics research.

In the few months Mr. Student has been involved in my research group he has proven to be valuable asset, and is eager to present and share his new findings at the CLEO meeting. Mr. Student has submitted an excellent paper, "Title Name," where he reveals findings that in a photonic field, xxxxxxxx . This exciting discovery will most definitely contribute to a successful and engaging conference.

Unfortunately, it is difficult for undergraduate students to receive travel funding for such events, because funding through my research grants are only available to graduate students rather than undergraduate students. Undoubtedly, the OSA's contribution to Mr. Student's travel funding would be highly appreciated. In receiving this travel grant, Mr. Student will obtain an opportunity that would otherwise not be possible, and will gain a strong foundation for a career in research. If you need more information, please do not hesitate to contact me.

Sincerely,

Dr. Joe Smith

Professor & Research Chair

(111) 111-111

smith@xyzschool.edu

(SAMPLE) ESTIMATED TRAVEL BUDGET

Estimated Budget for Trip to Baltimore, Maryland for Attendance of the CLEO Conference

Item Expense	\$CAN	\$US
Flight from City to Baltimore	705.24	602.50
Meals @ \$40/day		\$200.00
Registration		\$235.00
		\$1,657.50

