

Weinberg Conference Travel Grant FAQ

Where is the application for the Conference Travel Grant?

The application is available in the Student Opportunities Application Portal (SOAP) at www.soap.northwestern.edu. Students can use their NetID and password to login.

Who can apply?

This grant is only available to students whose home school is Weinberg College. If you are student in another school (McCormick, Bienen, SESP, SoC, Medill) with a Weinberg major or minor, you are not eligible.

My faculty sponsor is not at Northwestern, what should I do?

Send an email to wcas-stugrnt@northwestern.edu with your sponsor's first and last name and email address and ask for them to be added to the system.

How will my sponsor know I've applied?

Sponsors will receive a notification email from wcas-stugrnt@northwestern.edu via SOAP requesting that they submit their endorsement as soon as possible. Unendorsed proposals will not be reviewed or considered for funding.

What is the maximum amount awarded?

\$500 per proposal.

Can I apply for funds to attend more than one conference per year?

Yes.

Can I get funding for international travel?

Yes, but you must submit receipt of your [International Travel Registry](#) confirmation before your award payment can be processed. You can either include the confirmation at the end of your proposal pdf or submit it separately via email to wcas-stugrnt@northwestern.edu.

When will my application be reviewed by Weinberg?

Endorsed applications are reviewed once a week (approximately). Applications are not reviewed without a faculty endorsement.

Do I need to fill out any paperwork for my award payment?

Once your proposal is approved, you will need to accept the award in SOAP and complete the necessary paperwork. All students will need to complete a [Personal Data Form](#) in SOAP. Tax forms are optional.

International students will need to complete the FNIS (Foreign National Information System) request form and confirm receipt of tax forms with our office (wcas-stugrnt@northwestern.edu) before a payment can be processed. Additional details about this process can be found [here](#).

When do I get paid?

Once all your payroll paperwork is in SOAP, it will be reviewed by our office. Payments are made at the end of the month. Paperwork must be submitted to Payroll by the 5th of the month for a payment at the end of that month. Example: paperwork that is approved and processed on November 7 will result in a December 31 payment because it is after the November 30 payment deadline. You will receive an email when your paperwork has been processed.

How do I get paid?

Students who are enrolled in [Direct Deposit via myHR](#) (this is *not* the same as Caesar Direct Deposit) will receive their award in the established account. Students who are not enrolled in Direct Deposit will receive their payment via paper check to the address on file in the Personal Data Form.

I have a question that isn't answered here. Whom should I contact?

You can reach out via email: wcas-stugrnt@northwestern.edu