

College of Education and Human Sciences
Grants for Graduate Student Participation in Professional
Conferences Guidelines

Goal:

To encourage and support graduate student presentations at regional, national, or international conferences.

Applicants/nominees must be:

- a graduate student in a major/specialization hosted by a CEHS department,
- making excellent academic progress,
- traveling to a conference to make a research presentation,
- planning to complete the travel before graduation, and
- committed to sharing insights and experiences with others (e.g. presenting at our CEHS Student Research conference, speaking to student organizations, or participating in student panels).

Application Process:

Submit the completed application by the appropriate funding cycle deadline:

- November 1 – for January 1 through May 31 meetings
- April 1 – for June 1 through December 31 meetings

Submit your application via email to Sandie Hager (shager2@unl.edu). Include the application form (see page 2) and three additional attachments according to the following guidelines:

1. An overview of your research proposal to include:
 - the title of your presentation
 - the names of all authors in the order of submission to the meeting sponsor (with an asterisk after the name of the actual presenter(s));
 - a brief description of:
 - the research to be presented, and your contribution to that research,
 - the format or scale of the presentation (e.g. poster or paper), and
 - the relative importance your attendance at this conference (e.g. advancing your career and/or impact it will have on your research group at UNL);
2. A brief letter from your advisor, describing your academic progress and the significance of your participation in this conference; and
3. The conference presentation acceptance notification (when available). If such notification is not yet received by the travel award submission deadline, applicants must email (shager2@unl.edu) their acceptance notification to complete this travel grant application. Award letters will be held until the application is complete.

Review Process:

Applications will be reviewed by a committee of graduate faculty. Individual awards (up to \$350 per cycle as outlined above) will be based on the scale of the proposed presentation (e.g. local or national/international), the student's contribution to the work, and the relative importance of the conference to advancing the student's career, the student's academic progress, and the availability of funding. Awardees shall be notified via email within four weeks of the application deadline.

Reimbursement:

Awards will be provided on a reimbursement basis according to UNL travel policies and regulations, and all claimed expenses will be verified (so no expenses are claimed more than once).

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Grants for Graduate Student Participation in Professional Conferences Application

Name: _____

Graduate Major/specialization: _____

Degree sought: _____

Address: _____

E-mail: _____ Phone: _____

Name of Conference (no acronyms): _____

Sponsoring Organization (if not apparent): _____

Location (City, State, Country): _____

Dates: _____

This group meets? Annually Biennially Other _____

Scope: Regional National International

Department funding requested? Yes _____ No _____

Expected (actual) trip expenses (include all):

Airfare: _____

Mileage: _____

Ground transportation (taxi/bus to/from airport/hotel): _____

Lodging: _____

Meals: _____

Registration fees: _____

Materials & supplies: _____

TOTAL EXPENSES _____

Applicant Signature: _____

Date: _____