Request for Applications (RFA):

CEHS Student Professional Development Grant Program

Due Dates: May 1, December 1

The objective of the **CEHS Student Professional Development Grant Program** is to promote the professional growth of CEHS graduate and undergraduate students. Grants awarded through this program provide funds for graduate and undergraduate students to participate in a professional meeting, conference, or other training or professional development experience.

Please read the RFA carefully, as details may change across funding cycles.

Award Allowances:

Individual awards of **up to $500** are possible. Funds can be used for registration fees, airfare, mileage, meal per diem, lodging and other conference-related expenses. ***Applications requesting more than $500 will be returned as non-responsive and not considered for funding****.* Students who have received one of these awards within the past 24 months will not be eligible for new funding.

Note that international travel may require a formal petition and approval prior to travel.

Eligibility for Funding:

1. Student must be matriculated in an academic program (i.e., working toward a degree) in the College of Education and Human Sciences. Both graduate and undergraduate students are eligible.

2. Student must be in good academic standing. Preference will be given to graduate or undergraduate students with "B" average (3.0 GPA) or better.

3. Priority will be granted to students who have an active role in presenting research at a refereed conference (especially as lead author). In addition, preference will be given to students whose research presentation aligns with the CEHS strategic priorities emphasizing diversity, equity, and inclusion; thriving young children; strong communities; and comprehensive health and well-being. ***To receive priority consideration, evidence of acceptance is required.***

Application Procedures:

Submit your application via email to **Sandie Hager (shager2@unl.edu).** Applications must include (a) the **application form,** and (b) **three attachments** as specified below. All documents must be merged as one pdf file prior to submission. ***If any of the required elements are missing, the application will be returned as non-responsive and not considered for funding.***

The **application form** is attached; the **three required attachments** are:

1. A statement prepared by the student of <u>no more than 250 words</u> summarizing:

- student's goal for attending the meeting/conference;

- the research to be presented, if applicable;
- student's contribution or role in the event (e.g., lead presenter, co-presenter);
- alignment with the CEHS grand visions; and/or goals around diversity, equity, and inclusion;
- current GPA; and
- relative importance of attendance at this conference or event to one's professional growth.

2. Confirmation of acceptance of the research to be presented at the conference to receive priority consideration. If confirmation of acceptance has not been received by the due date, it will be required prior to the release of funds.

3. A 3 - 5 sentence statement from the student's advisor describing their academic progress and the significance of their participation in the conference or event.

Funding Cycles and Due Dates:

Awards will be made across two funding cycles (Fall and Spring). At least two awards will be made per year across the two funding cycles. Receipts for out-of-pocket expenses will be required for reimbursement. Pre-trip authorizations should be submitted as early as possible, and prior to initiating travel. Please work with your department staff to determine the appropriate process to complete.

Applications for the Fall cycle will be accepted between **March 15 and May 1**; announcements of awards will be made by May 15. The Fall cycle will support activities occurring between July 1 and December 31.

Applications for the Spring cycle will be accepted between **October 15 and December 1.** Announcements of new awards will be made by December 15. The Spring cycle will support activities occurring between January 1 and June 30.

Submissions made outside of the application window will not be accepted.

Summary of Dates

Cycle	Application Window	Award Date	Activities
Fall	March 15 - May 1	May 15	July 1 – Dec 31
Spring	October 15 -Dec 1	Dec 15	Jan 1 – June 30

Review Process:

Applications will be reviewed by the CEHS Research Committee. Decisions will be based on the student's contribution to the work, the relative importance of the conference or event to advancing the student's career, the student's academic progress, alignment with CEHS grand visions, and availability of funding.

Questions regarding this program or eligibility for funding should be directed to Susan Sheridan, Associate Dean for Research and Creative Activity; ssheridan2@unl.edu.

CEHS Student Professional Development Grants Application Form

Submit with accompanying information to Sandie Hager (shager2@unl.edu)

Student Name: Date of Submission:

Major/specialization: Degree Sought:

Address: NUID:

E-mail: Phone:

Name of Conference or Professional Event (no acronyms, please):

Sponsoring Organization:

Dates of Conference/Event:

Title of research paper to be presented (if applicable):

- Please attach confirmation of acceptance.

How will you be attending this event?   ____ Live   ____ Virtual

- If live, what is the location of this event (city, state, country)?

What is the scope of this conference/event?

____ Regional   ____ National   ____ International

	Amount
Registration fees	
Airfare/Mileage	
Ground transportation (e.g., taxi, service)	
Lodging	
Meal per diem	
Materials/Supplies (e.g., copies, poster)	
Total Request*	

* Total request must not exceed $500. Documentation of attendance at conference/meeting will be required prior to disbursement of funds.

Applicant Signature: