

## **Request for Applications:**

### **CEHS Student Professional Development Grant Program**

**Due Dates: April 15, October 15**

The **College of Education and Human Sciences (CEHS) Student Professional Development Grant Program** aims to promote the scholarly and professional development of CEHS students. Grants awarded through this program provide funds for CEHS students to participate in a professional meeting, conference, or other professional development experience. Examples of a professional meeting or conference may include attending or presenting a research paper at the annual meeting for the American Educational Research Association. Professional meetings, conferences, or development experiences are conceived broadly as experiences that support scholarly and professional development.

***Please read the RFA carefully, as some 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. Students who have received one of these awards within the past 24 months will not be eligible for new funding.

*Applications requesting more than \$500 will be returned as non-responsive and not considered for funding. Applicants should be careful not to request more than \$500, even if the projected budget for attendance or participation is a larger amount.*

#### **Eligibility for Funding:**

1. Student must be matriculated in an academic degree program (i.e., working toward a degree) in the College of Education and Human Sciences. Non-degree students are not eligible to apply. Both graduate and undergraduate students are eligible.
2. Student must be in good academic standing. Preference will be given to students with "B" average (3.0 GPA) or better.
3. Priority will be granted to students who have an active role in presenting research or an exhibit at a refereed conference, especially as lead author. To receive priority consideration, evidence of acceptance is required. In cases where acceptance is still pending, the applicant should indicate in their application materials the date they expect notification of acceptance by the conference organizers.
4. Preference will be given to students whose research/creative activity aligns with the CEHS strategic priorities emphasizing diversity, equity, and inclusion; thriving young children; strong communities; and comprehensive health and well-being.

#### **Funding Cycles and Due Dates:**

Awards will be made across two funding cycles (Spring and Fall). 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.

Applications for the Spring cycle will be accepted between **March 15 and April 15**. Announcements of awards will be made by May 15. The Spring cycle will support conference travel activities occurring between July 1 and December 31.

Applications for the Fall cycle will be accepted between **September 15 and October 15**. Announcements of new awards will be made by November 15. The Fall cycle will support conference travel activities occurring between January 1 and June 30.

**Summary of Dates:**

Cycle	Due Date*	Award Date	Activities
Spring	April 15	May 15	July 1 – Dec 31
Fall	Oct 15	Nov 15	Jan 1 – June 30

**Application Procedures:**

**When to submit:**

\*Applications are due by **4:30 pm Central time on the due date** specified. **Late applications, including those submitted any time after 4:30pm, will not be accepted.**

**How to submit:**

Submit your application as a PDF attachment in an email to **Sandie Hager** ([shager2@unl.edu](mailto:shager2@unl.edu)). The subject of the e-mail should be "CEHS Student Professional Development Grant Program Application."

Applications must include four parts:

- (1) the application form (below),
- (2) a student statement (below),
- (3) evidence of conference acceptance, and
- (4) name of a faculty reference in CEHS.

**All documents must be merged as one .pdf file prior to submission.**

*Note: If any of the required elements are missing, the application will be returned as non-responsive and not considered for funding. The only additions to applications accepted after 4:30 pm Central time on the due date are confirmation of formal acceptance of conference proposals or participation by the organization or event staff.*

A summary of the application materials follows:

Part 1: The **application form** is attached and must be completed in full.

Part 2: A **statement prepared by the student** of no more than 250 words should specify (a) the significance of the work, (b) a statement of purpose or research questions, (c) approach used or research methods, (d) potential for impact, and (e)

the relative importance of participation at the conference to student's professional goals. Provide the final word count at the end of this entry.

**Part 3: Name of CEHS faculty member reference:** Submit the name, professional title, department, email address, and relationship of faculty member, advisor, or mentor who is/has supported you and/or the project or activity. **You must ask this person** to serve as a reference before noting them in your application. This person may be contacted with questions about your application.

Example reference:

John Smith, Ph.D.  
Associate Professor  
Department of Education  
[JohnSmith@unl.edu](mailto:JohnSmith@unl.edu)  
Faculty mentor and co-presenter for conference

**Part 4: Confirmation of acceptance** of the conference presentation is required and should be attached. If confirmation of acceptance from the organization or event staff has not been received by the due date, the applicant should indicate in their application materials the date they expect notification of acceptance by the conference organizers. Official notice of acceptance should be submitted as soon as it is available and will be required prior to the release of funds.

**Review Process:**

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

## CEHS Student Professional Development Grants

Submit with accompanying information by 4:30 pm on or before due date to Sandie Hager  
([shager2@unl.edu](mailto:shager2@unl.edu))

### Part 1: Application Form

Student Name:

Date of Submission:

Major/specialization:

Degree Sought:

Current GPA:

Address:

NUID:

E-mail:

Phone:

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

Sponsoring Organization:

Dates of Conference/Event:

What is the scope of this conference/event?

Regional  National  International

Forum and location of conference/event:  Live  Virtual

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

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

#### Student's Role in Conference (please check one):

- Lead presenter on paper, poster, etc.
- Secondary or other non-lead role presenting paper, poster, etc.
- Author on paper, not presenting
- Attending conference, not presenting

#### CEHS Grand Vision and CEHS priority to which research is aligned (check all that apply):

- Diversity, equity, and inclusion
- Thriving young children
- Strong communities
- Comprehensive health and well-being

**Budget Request:**

	<b>Amount</b>
Registration fees	
Airfare/Mileage	
Ground transportation (e.g., taxi service)	
Lodging	
Meal per diem	
Materials/Supplies (e.g., copies, poster)	
Other (e.g., airport parking, baggage fees)	
<b>Total Request*</b>	

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

**Part 2: Student Statement**

**In 250 words or less**, please describe the **work you will be presenting** and a **statement of the importance of participation** to your professional goals. Specify the (a) significance of the work, (b) statement of purpose or research questions, (c) approach used or research methods, and (d) potential for impact. Also include a statement of the **relative importance of participation** at the conference to your professional goals. *Provide the final word count at the end of this entry.*

**Part 3: CEHS Faculty Member Reference**

Name:

Title:

Department:

Email address:

Relationship to applicant:

**Part 4: Notice of Acceptance (attach to application)**

Has notification of acceptance been received at the time of this application? Please circle response and provide date of official acceptance or expected date of notification:

**Yes**

**No**

Date/Expected Date of Notification: \_\_\_\_\_

\* *If yes, please attach the formal notification of acceptance to the application.*

\* *If no, please indicate here the expected date of notification of acceptance by the conference organizers. Applicants are expected to submit formal notification to Sandie Hager as soon as it is available.*