

**Educational Psychology Department Student
Conference Travel Funds Application
2023-24**

Application Deadline Due Dates:

July 15
December 15

Nebraska State Travel Awards:

Graduate students in the Department of Educational Psychology may be reimbursed **up to \$250** per year for travel to a professional conference. **Students can only be awarded these travel funds once per academic year.** Be sure to read this application thoroughly before filling it out. Follow the directions below for submitting your application to the committee. See the statement below if you wish to use travel funds for **printing conference posters at the Pixel Lab.**

Applying Travel Funds to Printing Posters at the Pixel Lab:

Students who are first author on a poster presentation at a research conference can have a standard-size poster (see below) printed at the Pixel Lab at the department's expense. **You must first, however, submit a request for approval to Jules and Dr. Swearer before submitting a request to the Pixel Lab.** Once your poster has been approved, please send it directly to Jules who will submit it on your behalf to the Pixel lab for printing. **The EDPS department will only pay for posters that are 40" x 30".** Students will have to pay the difference if they choose a different size. **For approved posters, students will not need to use travel fund award money to cover the cost unless the poster is larger than 40" x 30".**

Grant-funded projects requiring Pixel Lab services will NOT be paid for by the College or Department. All other requests, including the need for graphic design work, need to be submitted through the "Project Request Form" on the Pixel Lab website [<https://cehs.unl.edu/cehs/pixel-lab-project-request-cehs/>]. Last minute projects WILL NOT be approved.

Submission Directions:

- If you receive federal aid, be sure to check whether or not your federal aid package may be affected by the receipt of scholarship or fellowship money. You can find more information here: <https://financialaid.unl.edu/financial-aid-adjustments>. Contact the Office of Scholarship & Financial Aid to see whether a financial award from the department might impact your federal aid package or the amount you are allowed to receive through a departmental award.
- Have your advisor/research mentor review your application. They will be required to sign the application stating that they believe that (a) the information is accurate, (b) the budget is reasonable, (c) you will receive adequate supervision and mentoring until the project is completed, and (d) the research presentation or study is sound and sufficiently well developed to proceed.
- Use DocuSign to create a workflow for obtaining your advisor's signature and submitting the final signed document to Edward Daly (edaly2@unl.edu) by the application deadline. You can find instructions for how to do this here: <https://services.unl.edu/service/docusign-e-signature-workflow-service>

Application for Funding

Your Name:
Program:
Year in Program:
Degree Sought:
Advisor:

Directions for the advisor: By signing below, you indicate that you support the student's application, meaning that (a) the information is accurate as far as you know, (b) the budget is reasonable, (c) the student will receive adequate supervision and mentoring until the project is completed, and (d) the research presentation or study is sound and sufficiently well developed to proceed.

Advisor's Signature: _____

Will you need for the department to have a poster printed through the Pixel lab?

Travel Funds for Conference Presentations:

Provide the full citation for the accepted presentation on the next line:

Provide the abstract of the accepted presentation on the next line:

Provide the following information regarding the estimated costs of your presentation:

Registration Fees:	\$
Airfare/Travel:	\$
Lodging:	\$
Meals:	<u>\$</u>
Total:	\$

Do you have funding from any other sources?
Please describe: