Congratulations on your successful presentation proposal! The Department provides some funding to full-time students in good standing in the Department for qualifying professional travel as long as the allocated funds are available. Currently, the funding limit is $500 each fiscal year (July 1-June 30) to be apportioned among one or more trips. If co-authors are presenting, the maximum travel award will be divided among them. In no case will a travel award exceed $500 for a single presentation. Priority will be given to research papers and to presentations delivered at national or international conferences.

Applications must be submitted to the administrative director at least 45 days in advance of planned travel.

Please (1) attach a copy of the invitation to present your proposal acceptance letter; (2) attach a copy of the paper proposal submitted to the professional association, and (3) complete the following questions.

Conference Details

Conference name: ____________________________________________ (please do not abbreviate)
Sponsor/association: ____________________________________________ (please do not abbreviate)
Location: __________________________________________________
Date(s): ___________________________ Type: □ State/regional  □ National  □ International

Presentation Details

Type: □ Paper, sole presenter  □ Paper, co-presenter  □ Panel member  □ Other (specify): ____________________________
Title or general topic of presentation: __________________________________________________

How is this paper presentation related to your graduate studies here?

Is this the result of research conducted through a grant or funded project? Do you have access to any other financial support for your planned trip to the conference? If so please describe.

Have you been supported financially by the department earlier this fiscal year for any other trips? If so, please describe the trip and the amount of funding secured.

Applicant Information

Student name: ____________________________ Date: ____________________________

ID#: ____________________________ Email: ____________________________

Mailing address: __________________________________________________

I am a full-time student : Yes □  No □

Degree: □ M.Ed. □ M.A. □ Ed.D. □ Ph.D. □ Undergraduate

Program track: □ CIDE □ EPL □ ES □ HE □ HRD □ Other ____________________________

Adviser name: __________________________________________________

Submit completed application to:

Linda Elrich, Administrative Director, 330 Wulling Hall, 86 Pleasant Street SE, Minneapolis, MN 55455