

RUTH E. HALL FUND FOR GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

The Ruth E. Hall Fund is available to FSOS graduate students to assist with costs associated with attending professional conferences. Up to \$400 for domestic travel and up to \$600 for international travel is available to a student who is presenting scholarship and/or has a major role in the conference. Students will be notified via email whether their request was approved or denied.

Submit to the Graduate Program Coordinator (290 McNH) the following documents at least two weeks before domestic travel, and four weeks before international travel.

1. Application
2. Evidence of the role of presentation must accompany the application
3. CEHD Travel Authorization Form, available online at <https://sites.google.com/a/umn.edu/cehd-fso/employee-travel>
4. Email the APA-style citation to Graduate Student Services Support

If your presentation is a poster, you must submit your poster to the department Communications Specialist upon returning from the conference.

STUDENT INFORMATION

Student name: _____

Student ID: _____ Email address: _____

Home address: _____

City: _____ State: _____ Zip code: _____

CONFERENCE INFORMATION

Conference name: _____

Conference location: _____ Travel dates: _____

Role in conference: _____

Presentation title: _____

Presentation type: _____

Amount requesting (\$400 max/domestic, \$600 max/international): _____

APA-style citation for presentation (also email to the Graduate Program Coordinator):

STUDENT SIGNATURE _____ **DATE** _____

Please attach copy of letter or page from conference proceedings indicating role and/or presentation

OFFICE USE ONLY

APPROVAL DGS ASST _____ DATE _____

APPROVAL DEPT HEAD _____ DATE _____

INT'L TRAVEL FORMS REC'D

DATE _____

INITIALS _____