



2020-21 Graduate Student Professional Development Request for Funding Guidelines

The School of Kinesiology announces the availability of limited funding to support graduate students (M.Ed, M.A., M.S., PhD.) in the School of Kinesiology who will attend a national or international academic conference or professional development workshop/seminar virtually or in person.

In order to qualify, applicants must currently enroll as a full-time graduate student in good standing. (Students enrolled in GRAD 999 are not eligible.)

Completed applications must be submitted at least 30 days in advance of planned travel/workshop/seminar, and approved prior to travel. **If you are requesting a second award, further justification is needed per the DGS.**

Students are required to contact their primary advisers for assistance and approval of the attendance in the application process.

Reimbursement process:

- 1) Successful applicants will be expected to pay for any costs up front.
- 2) Travel must align with the [University-wide policy](#).
- 3) Submit travel award reimbursement requests through Chrome River.
- 4) Reimbursement will be issued up to the approved maximum amount after travel is completed.

Applications will be accepted on a rolling basis. All activity (travel, workshop, seminar, etc.) must **start on or after August 31, 2020 and must be completed by June 30, 2021**.

Submit the following application materials to the DGS office listed below.

- Graduate Student Professional Development Application Form
- Copy of your registration of the conference/workshop/seminar
- Verification that you are attending the activity, indicated by primary adviser signature on the application form

Contact:

Nina Wang, Graduate Program Coordinator
612-625-4380 | nwang@umn.edu

2020-21 Graduate Student Professional Development Application Form

Last name:

First name:

Name of Activity:

Location:

Item	Amount
Registration fee	
Abstract submission fee	
Others	
TOTAL requested	

Rationale for the funding request:

How does this activity benefit your education:

Are you applying for a similar funding from a separate source? If yes, please list:

Graduate Student signature

Date

Primary Adviser signature

Date

Director of Graduate Studies signature

Date

Approved

Not approved

Amount \$