



2018-19 Doctoral Student Travel Award Request for Funding Guidelines

The School of Kinesiology announces the availability of limited funding to support Doctoral Students in the School of Kinesiology who will present scholarly work at a national or international conference.

In order to qualify, applicants must:

- Present either an oral or poster presentation as the **presenting author** at a national or international academic conference.
- Currently enrolled full-time KIN PhD student in good standing; students enrolled in GRAD 999 are not eligible.

Completed applications must be submitted at least 45 days in advance of planned travel, and approved prior to travel. Only one application per doctoral student will be accepted per academic year. **Award maximum will be \$500 per student.**

Students are required to contact their primary advisers for assistance in the application process.

Reimbursement process:

- 1) Successful applicants will be expected to pay for the conference costs up front.
- 2) Travel must align with the [University-wide policy](#).
- 3) Submit receipts for qualified expenses (i.e., registration, transportation, food, and lodging) together with the reimbursement form to the Graduate Program Coordinator Nina Wang (nwang@umn.edu) for reimbursement immediately upon return.
- 4) Reimbursement will be issued up to the approved maximum amount, after travel is completed.

Applications will be accepted on a rolling basis. All travel must be completed by **June 30, 2019**. Submit the following application materials to the Graduate Program Coordinator Nina Wang (nwang@umn.edu) electronically.

- Doctoral Student Travel Award Application Form
- Copy of your abstract
- Notice of acceptance by conference organizer
- Verification that you are the presenting author, indicated by primary adviser signature on the application form

Contact:

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

2018-19 Doctoral Student Travel Award Application Form



Last name:

First name:

Name of conference:

Location:

Presentation title:

Item	Amount
Transportation	
Lodging	
Registration fee	
Meals	
TOTAL requested	

Rationale for the funding request:

How does this travel benefit your education:

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

Doctoral Student signature

Date

Primary Adviser signature

Date

Director of Graduate Studies signature

Date

Approved

Not approved

Amount \$