

# Graduate Student Opportunity Fund Application Guidelines Fall, 2009

*The Graduate Student Opportunity Fund provides travel support for current graduate students in good academic standing to present at academic conferences.*

Awards of up to \$250 per academic year will be considered for graduate students who submit an application in support of reimbursement for costs of the following:

- Presenting or co-presenting an academic paper or poster session;
- Performing a fiction or poetry reading or musical presentation;
- Moderating a panel or symposium.

## I. Student Eligibility:

1. UNI Graduate students in good academic standing who are currently enrolled in graduate classes and whose Program of Study is available through MyUNiverse are eligible to apply.
2. The conference dates must be between September 1, 2009 and December 31, 2009.
3. Applications must be submitted at least two weeks prior to the conference.
4. Each application is for an individual student. If two or more students are presenting together, each student seeking support must submit their own complete application.

## II. Reimbursement:

1. Funds may be used for reimbursement for any of the usual conference expenses as listed on the application form. Original receipts and UNI's Travel Authorization/Reimbursement Form - available online at the Forms Repository (<http://access.uni.edu/forms/#T>) or through departmental offices - must be used.
2. Reimbursement forms with the accompanying information page (see #3 below) must be submitted to the Graduate College after your return from the trip and **no later than two weeks following the event. All reimbursement materials must be submitted to the Graduate College before January 14, 2010 or you will not be reimbursed.**
3. Accompanying Information: A separate page with the name of the faculty member(s) who supervised your project, describing the highlights of the conference, and how your attendance at the conference impacted your professional development is required for reimbursement. Please send files of pictures of you taken at the conference to [kbrown@uni.edu](mailto:kbrown@uni.edu). This information and pictures may be used in future issues of Graduate College publications.

To apply:

Complete the application and submit, including required signatures and attachments to:

**Graduate College  
110 Lang Hall  
Cedar Falls, IA 50614-0135**

Incomplete applications will not be considered. Notification of awards will be sent to the email address provided on the form. Applications are considered in the order they are received.

**Graduate Student Opportunity Fund  
Application Form  
Fall, 2009**

*The Graduate Student Opportunity Fund provides travel support for graduate students for presentations at academic conferences. Current UNI Graduate students in good academic standing are eligible to apply for funding. Please review application guidelines before completing this application. Awards are made for up to \$250.*

Name of Applicant: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email \_\_\_\_\_ Student ID # \_\_\_\_\_

Graduate Major \_\_\_\_\_ Academic Department \_\_\_\_\_

Faculty Advisor / Sponsor \_\_\_\_\_ Email \_\_\_\_\_

Name of Conference \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Title of Presentation\* \_\_\_\_\_

\*Abstract of presentation and letter showing that **you** are presenting and that the presentation has been accepted **must** be attached to this application. Incomplete applications will not be considered.

Check the one statement that reflects your role at this academic conference:

- \_\_\_\_\_ I am presenting or co-presenting an academic paper or poster session.
- \_\_\_\_\_ I am performing a fiction or poetry reading or musical presentation
- \_\_\_\_\_ I am moderating a panel or symposium.

Requested Conference Expenses:

- \$ \_\_\_\_\_ Airfare
- \$ \_\_\_\_\_ Mileage (# of miles roundtrip @ 28.5 cents per mile)
- \$ \_\_\_\_\_ Conference registration
- \$ \_\_\_\_\_ Hotel (room rate per night @ number of nights)

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Sponsor / Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_