

## **Graduate Student Opportunity Fund Application Guidelines Spring, 2008**

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

As long as funds are available, support (not to exceed \$250 per award) will be considered for graduate students who request travel support for one 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.

### **Student Eligibility:**

UNI Graduate students in good academic standing who are currently enrolled in graduate classes and whose Program of Study has been approved are eligible to apply.

### **Award Criteria:**

1. Applicants must meet student eligibility guidelines above.
2. Applicants must complete the application form below, including requested attachments and signatures.
3. The conference date must be between January 14, 2008 and April 29, 2008.
4. Applications must be submitted at least two weeks prior to any expenditure.
5. Awards will not exceed \$250. (Students are limited to one award per year.)

### **Reimbursement:**

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. Reimbursement forms must be submitted to the Graduate College after your return from the trip and **no later than two weeks following the event. All reimbursement forms must be submitted to the Graduate College before May 1, 2008.**

### **To apply:**

Application forms are accepted at any time, but must be submitted at least two weeks prior to any expenditure. Applications are considered in the order they are received. Complete the application and submit, including required signatures and attachments to:

**Graduate College  
122 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.

**Graduate Student Opportunity Fund  
Application Form  
Spring, 2008**

*The Graduate Student Opportunity Fund provides travel support for graduate students for presentations at academic conferences. 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\* \_\_\_\_\_

\*Presentation must be formally accepted. Abstract and letter of acceptance must be attached to this application.

Check the one 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.

Conference Expenses:

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

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

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

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