

**AY 2017-2018****Travel Funding Request for COE Graduate Student Research Conference Presentation**

Travel funding of **up to** \$300, provided by the Dean's Office, is restricted to the College of Education's (COE) current graduate students. If your research paper has been accepted for presentation at a reputable professional conference and you are seeking travel support funds, you may be eligible to apply for *COE Graduate Student Research Conference Travel Funding*. Submit a formal request to the dean's office including the following information. The request must be submitted 4 - 6 weeks prior to the actual travel dates. Depending on the funding availability in each academic year, the capacity of the funding award will be restricted.

Application requirement:

1. Information:
  - a. Date of the funding request:
  - b. Student name:
  - c. Name of the academic program:
  - d. Advisor information (Name, email address, and phone number):
  - e. Presentation title:
  - f. Name of the conference:
  - g. Conference dates and location:
  - h. Name of co-presenters (if applicable):
2. Academic Advisor's supporting short note via email to the Dean's Assistant:
3. Information about other the funding received to support the current travel:
4. Plan for publication of the paper:
5. Other plan for the research paper sharing and dissemination:

6. Itemized Budget:

Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Yes: \_\_\_\_\_ in the amount of \_\_\_\_\_

No: \_\_\_\_\_