

# UVM College of Education and Social Services (CESS)

## Graduate Student Travel Grant Support Request

### Application Cover Sheet

Name:		Date:	
Email:		Contact Phone #:	
Program & Address:			
Degree (choose one)	<input type="checkbox"/> PhD	<input type="checkbox"/> EdD	Other (Specify):
			Year of Study (1st, 2nd, etc):
Anticipated Date of Graduation (month/year):			
Dates and amounts of any prior Mini-Grant Awards:			

Name of Meeting/Sponsoring Organization:			
Location of Meeting:			
Dates of Attendance:			
Are you the Presenter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Type of Presentation:	<input type="checkbox"/> Paper	<input type="checkbox"/> Poster	<input type="checkbox"/> Other
If <i>Other</i> , please explain:			

List Authors of Paper/Poster In Order:	
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### **Expenses**

Please list the amount and type of expenses.

Transportation	\$
Lodging	\$
Food*	\$
Registration fee	\$
Other (please specify):	\$
<b>Total</b>	<b>\$</b>

\*Actual and reasonable meals or banquet expenses while on *overnight* travel status are allowable. The actual meals expenses, including reasonable tips, are not exceed \$60.00 per day for domestic travel and \$90 per day for international travel.

Note: To receive reimbursement, you will need to keep *all original and itemized receipts*. For more details, please go to <http://www.uvm.edu/policies/?Page=alphalist.php> and look up "travel" in the A-Z Policy Index.

### **Funding**

Please list the sources and amounts of funding. The total funding should equal total expenses above.

Amount Requested from CESS (\$500 maximum)	\$
Mini-Grant request through Graduate College	\$
Department/Program contribution within and outside CESS	\$
Other (please specify)	\$
<b>Total</b>	<b>\$</b>

Please answer the following questions:

1. Are you traveling to officially represent the University by presenting at the conference (including poster presentations)? Yes  No

2. Are you formally and specifically assisting a UVM faculty or staff member with his/her official duties?

Yes  No

3. Is this event specifically tied to your studies and will benefit you educationally and event benefit CESS?

Yes  No

4. Why is it important for you to go to this meeting (100 word maximum response)?

TYPE YOUR RESPONSE HERE.

5. What is the work that you will be presenting and why is it significant (100 word maximum response)?

TYPE YOUR RESPONSE HERE

6. How will this work benefit CESS (100 word maximum response)?

TYPE YOUR RESPONSE HERE

*Approval of Department:*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

✓ Check that you have ALL the following items attached:

Completed application forms (this and next page)
IRB Approval Form
An abstract of your presentation (word document preferred)
Conference announcement (screen grab of website, scanned copy (PDF or JPG) of brochure, etc)
Notification of acceptance of your poster or paper for presentation (copy of original letter or email)
Your curriculum vitae or resume (word document preferred)

Please send your completed application to Roman Vogel < [Roman.Vogel@uvm.edu](mailto:Roman.Vogel@uvm.edu) > and cc to Dr. Kieran Killeen < [Kieran.Killeen@uvm.edu](mailto:Kieran.Killeen@uvm.edu) > or the CESS Dean's Office at **309 Waterman Building**.

Office use:

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_