**Name & SID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Dept. & today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFERENCE / SHORT-TERM TRAVEL GRANT REQUEST**

Students presenting a conference paper or attending a conference for a job interview may request up to $750 to cover travel expenses. *The department will consider 1 conference request per year.* As a separate matter, application may be made *once only for support of travel to a job interview.* Submit your request to the Graduate Services Adviser at least two weeks ahead of time. The Department makes every effort to support students’ travel and research needs, however students are required to first exhaust outside sources of funding (Graduate Division, Grad Assembly, Townsend, IES, ISEEES, etc.).

Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total $ requested: \_\_\_\_\_\_\_\_\_ Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you presenting a paper? Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provide proof that you’re giving a paper (such as a letter of confirmation, your name in the program…)*

Interviewing for a job? With whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not giving a paper or interviewing for a job? Explain in 400 words or less the contribution that attending this particular conference will make to your research or professional development.

# List other sources of funding to which you have applied.

# Estimated Budget:

*For reimbursement you must provide receipts with proof of payment to the Graduate Service Adviser.*