

UNI

2019-2020 Graduate Student Opportunity Fund Application

Purpose

The Graduate Student Opportunity Fund provides graduate students who are in good academic standing travel support when presenting for academic purposes. Students may be reimbursed for up to \$75 for their conference registration and/or one official conference sponsored event (i.e., additional session). Students must be traveling for academic purposes and representing UNI.

Eligibility

- UNI Graduate students in good academic standing who are enrolled in at least one 3 credit hour class in their program of study at the time of their travel.
- The conference dates must take place before May 30, 2020.
- Official acceptance for student to present, perform, or moderate a panel at an academic conference

Instructions

○ *Apply*

- Please fill out all information. Obtain original signatures of Faculty Sponsor & Department Head. Submit this form with attachments to Kathryn.wohlpart@uni.edu or mail to 110 Lang Hall, mail code 0135. Applications must be:
 - Submitted a minimum of 2 weeks prior to the conference
 - The last date to submit application is February 27, 2020

○ *Travel authorization and reimbursement*

- Before the trip: A Travel Authorization in the ProTrav system must be submitted and approved prior to departure. Students need to work with their academic program faculty or staff to complete the Travel Authorization in ProTrav.
- After the trip: To be reimbursed, the student must submit all **original itemized receipts** to their academic program secretary after return from the trip but **no later than two weeks following the event**. All reimbursement requests with accompanying paperwork must be submitted through the University ProTrav system within 21 days from the completion of the trip. After 21 days the award is canceled and funds are return to the account for future applicants.

○ *Conference follow-up*

- Submit to Kat Wohlpart (Kathryn.wohlpart@uni.edu)
- Name and faculty supervisor
- Quick highlights of attendance
- Photos.

Note: This information and photos may be used on the Grad College website or future publications

UID Number:

First name

Last name

Email address

Graduate program

Graduate academic department

Faculty Sponsor/Advisor

Faculty Email

Conference Information:

- Name
- Dates
- Location
- Role at conference:
 - Presenting or co-presenting
 - Creative performance
 - Moderating panel
 - Other (please explain)
- Title of Session

Requested funding (up to \$75) for conference registration or official conference event.

Please check the following boxes in agreement :

- I will not receive reimbursement for conference registration or other conference professional event from additional funding source
- I will work with my sponsoring faculty member to submit travel authorization prior to travel dates

Please check that you have attached the following when you submit :

- Official notification of acceptance of your presentation, performance, or panel
- Abstract of acceptance of presentation, performance, or panel

Signatures:

Applicant _____

Date _____

Faculty sponsor* _____

Date _____

Department head* _____

Date _____

* By signing this application, the sponsoring faculty and department head agree to work with the student to submit travel authorization and reimbursement paperwork per the instructions. Please send the completed form & attachments to kathryn.wohlpart@uni.edu or mail to Graduate College 110 Lang, mail code 0135.