A Brief Checklist of Items Needed for this Application:

☐ Proof of Conference Acceptance (for presentations) and/or registration (for attendees)

☐ Advisor Approval and Signature

☐ Estimated Budget (Receipts are only necessary in the event of award acceptance)
Graduate Student Association
Conference Participation Award Regulations
University of North Carolina at Chapel Hill School of Education

PURPOSE
The Conference Participation Award is available to assist School of Education graduate students with some of the costs necessary to attend a regional, national, or international academic conference or professional society meeting to present a paper or poster session of the students’ original research/scholarship.

ELIGIBILITY
Students must be enrolled in a School of Education graduate degree program. Preference will be given to students presenting, but students attending conferences are encouraged to apply. Students must be registered for at least 3 hours at the time of conference participation. NO STUDENT MAY RECEIVE MORE THAN $400 PER ACADEMIC YEAR unless other funds are available. Students may apply for multiple conferences until the cap is reached. Applicants may not use GSA funding in combination with other sources of funding from the School of Education for that conference/professional meeting. Awards will be based on the rating form.

REGULATIONS
1. The award is for costs associated with conference attendance and/or presentation: travel (airfare, train, bus, taxi or for gasoline used by your vehicle); hotel; conference fees; and meals. Note: No amount for limousine, rental car, or parking fees can be submitted as part of the request. All costs must be substantiated with receipts, i.e. hotel bills, boarding passes and flight information, conference registration confirmation emails, etc. The maximum amount of your total costs that can be reimbursed through the Conference Participation Awards is $150 for conference attendance and $400 for conference presentation, but no amount is guaranteed.

2. For Conference Presenters Only: The applicant must present proof that he or she is presenting a paper or poster at an international, national, or regional academic conference or professional society meeting. Such proof should consists of notification from the conference or professional society giving the time and dates of the presentation (if known) and a copy of the email or letter of acceptance to present. Additional information may be requested from the faculty advisor/sponsor or others in circumstances in which the presenting student’s role is unclear.

3. For Conference Attendees (not presenting): The applicant must present proof that he or she is registered for the conference and attach a written response to the following question. How will this conference or professional society meeting relate to your scholarship?

4. All applicants must attach receipts or other confirmation of airline/bus/train tickets, hotel reservations, and conference fees if seeking reimbursement. Travel by car will be reimbursed at the state rate; please indicate on the application how many miles you traveled round trip for the conference. Meals will be reimbursed at the state rate; please indicate how many breakfasts, lunches, and dinners you purchased during the conference. Please see the following website for details and rates (http://finance.unc.edu/procurement-services/travel-services/allowances.html).

APPLICATIONS
1. Completed applications (application form, rating form, and supporting documentation) can be submitted to the GSA (SOEGSA@unc.edu) or in the envelope in the GSA mailbox (Peabody 123). Forms must be signed by the applicant and his/her faculty advisor/sponsor. Applications lacking any of the information requested will not be considered.

2. Applications will be reviewed by a sub-committee of GSA officers. Applicants will be notified by email of the sub-committee’s decision. If award is given, awardees will communicate with the SOE business office for award distribution.
Graduate Student Association
Conference Participation Award
University of North Carolina at Chapel Hill School of Education

NAME: _______________________________ PID#: ________________________  DATE:_____________

EMAIL ADDRESS: _______________________________  HOME/CELL PHONE#: _________________

CURRENT HOME ADDRESS: _________________________________________________

PROGRAM/Degree: ___________________________________HOURS ENROLLED____________

TITLE OF CONFERENCE & LOCATION:

________________________________________________________

TITLE OF PAPER(s)/POSTER(s) PRESENTING:

________________________________________________________

CONFERENCE WEBSITE: __________________________________________________________

CONFERENCE TYPE:  Circle One –

Academic Research  Professional Society Meeting  Practitioner-Oriented

If presenting, attach a copy of the official letter of invitation or program announcement verifying your presentation. If the invitation is vague, attach a letter from your faculty advisor/sponsor giving additional details.

If not presenting, attach a paragraph explaining how this conference is related to your scholarly work?

Please complete the itemized travel budget abiding by Policy 1302 – Statutory Provisions and Maximum Rates for Travel, which can be accessed on the UNC web page, including, but not limited to, transportation, lodging, meals, and conference fees http://finance.unc.edu/procurement/systems-and-operations/travel-services/allowances/.

DATE OF DEPARTURE & DATE OF RETURN

TOTAL AMOUNT REQUESTING:

HAVE YOU RECEIVED GSA FUNDING IN THE PAST? IF SO, PLEASE LIST THE PAST THREE TERMS YOU RECEIVED GSA FUNDING: _________________________________________________

OTHER SOURCES OF FUNDING: ________

_________________________________________

APPLIED FOR: $ __________________________________ Type: (circle) Grant  Dept.  Other

RECEIVED: $ __________________________________ Type: (circle) Grant  Dept.  Other

Applicant Signature ___________________________________________________________________

(Your signature indicates that the information provided is accurate to the best of your knowledge.) Advisor

Signature ____________________________________________________________________________
This rating form is for determining Conference Participation Award status and amount for student research presentations at official academic conferences or professional society meetings.

Please CIRCLE the appropriate numerical response:

1) Conference Location:

<table>
<thead>
<tr>
<th>International</th>
<th>National</th>
<th>Regional</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

2) Conference Participation:

<table>
<thead>
<tr>
<th>Paper or Workshop Presentation</th>
<th>Panel Presentation</th>
<th>Poster Presentation</th>
<th>Attending Only/ Not Presenting</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

3) Presenters role (only fill out if you presented a paper/workshop/panel)

<table>
<thead>
<tr>
<th>Solo Presenter of a Single Authored Paper/Presentation</th>
<th>Solo Presenter of a Multi-authored Paper/Presentation</th>
<th>Group Presenting of a Multi-authored Paper/Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Please indicate:

How many PAPERS YOU will present at this conference?

How many POSTERS YOU will present at this conference?

FOR OFFICE USE ONLY

Award Rating: ____________________    Award Ranking: ____________________

Approved: Yes____ No_____    Amount authorized: ____________________

Authorization by: ____________________    Authorization Date: ____________________
**BUDGET WORKSHEET**

<table>
<thead>
<tr>
<th>NAME: ____________________________________________  DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONFERENCE TITLE:</th>
</tr>
</thead>
</table>

**TOTALS**

**ESTIMATED TRAVEL EXPENSES:** You will only need to submit receipts if you receive the award.

- Airfare, shuttle, train, bus, taxi or gasoline used by your vehicle
  
  Hotel costs

**CONFERENCE FEES:**

- Registration

**MEALS:**

- Estimated costs based on state rates
  
  
  allowances/

**OTHER:**

- Please specify

**Total Conference Cost:**