



Student Researcher Professional Development Award Application

(Read important guidelines on page 2)

DUE: 1/15 for April–December Conferences • 7/15 for October–March Conferences

Date of Application _____
 Name _____ College/University _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____
 Major(s) _____ Sequence _____

Degree Program (check one):
 Bachelors – School Standing _____
 Masters Doctoral Post Doc

CONFERENCE

Conference Name _____ Date _____

Level (check one): Area (w/in State) State Regional National International

Location _____

Amount of Financial Request _____ *(Fill out proposed budget on page 2)*

Check the category that best describes your role at the conference:

- Presenting *(Attach Abstract Accepted for Presentation)*
 Title of Presentation _____
- Assisting Faculty Member/Mentor Presenting a Project You Contributed To *(Attach Abstract)*
- Presiding / Other Official Duty. Describe: _____
- Volunteering / Working. Describe: _____
- Attending

If not presenting or assisting a faculty member who is presenting results from a project involving SCWTs that you have work on, explain your involvement with a project involving SCWTs. Why did you select this meeting/conference to attend? How might this educational experience benefit you as a future professional? Respond on a separate page if needed.

Principal investigator or faculty member aware of your work on the research project and who will provide a letter of recommendation detailing your involvement:

Name _____ Email _____

RETURN TO Carol Carlson at kccarlson@comcast.net with verification of acceptance to present or participate in the conference. Email a copy of the completed application to the faculty member listed above. Copy Carol Carlson on a request to the faculty member to submit a letter of recommendation.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Sample budget

Date	Leave	Arrive	Expense	Amount
<i>June 12</i>	<i>Origination City at 7:00 a.m.</i>	<i>Conference City at 11:30 a.m.</i>	<i>Airfare</i>	<i>\$ 340.50</i>
<i>June 14</i>	<i>Conference City at 9:00 a.m.</i>	<i>Origination City at 4:30 p.m.</i>	<i>Mileage –12 miles x \$0.36</i>	<i>\$ 4.32</i>
			<i>Registration</i>	<i>\$ 50.00</i>
			<i>Hotel room (split between A. Jones, D. Smith, and myself)</i>	<i>\$ 53.72</i>
			<i>Meals</i>	<i>\$ 25.00</i>
TOTAL				\$ 473.54

Proposed Budget

Date	Leave	Arrive	Expense	Amount
TOTAL				

Important guidelines

1. Priority given to: Postdoc, Doctoral, Masters, Bachelors (Senior – Freshman)
2. Priority given to level of involvement: (a) Presenting / Co-presenting, (b) Assisting Presenter, (c) Presiding, (d) Volunteering / Working at the conference, (e) Attending.
3. Students who receive travel funds are expected to share this educational experience with their peers – e.g., class presentation or student organization presentation.