

**School of Education  
Graduate Student Travel Grant Application  
2024-2025**

The School of Education Graduate Student Travel Award Program makes available limited funding for a graduate student who is 1) a first author or co-author with UM SOE faculty on a research presentation, 2) recognized through an award for his or her original scholarship, or 3) conducting original research for an approved thesis project, or 4) attending a conference in support of the School of Education's strategic initiatives. The SOE Graduate Student Travel Award Program will provide up to \$300 for such travel/research. Students should complete this form working with designated staff in the departments of Higher Education, Leadership & Counselor Education, and Teacher Education. The designated staff will submit the forms and other UM travel related forms to the Associate Dean of the School of Education at least 10 days prior to the first date of travel.

Name: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Department: \_\_\_\_\_ Year of Study in Program: \_\_\_\_\_

Full-Time Enrollment: \_\_\_\_\_ Part-Time Enrollment: \_\_\_\_\_

Describe Graduate Assistantship or Employment: \_\_\_\_\_

Provide a title and description of project or paper as well as pertinent details related to travel such as purpose of attendance and destination. (This may include a schedule of the conference with your presentation or other pertinent sessions highlighted, an award notification, or a faculty-approved research proposal for thesis-related research).

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**Total amount requested from Graduate Student Travel Grant Program:** \_\_\_\_\_

Project focus: (Check all that apply. Place an asterisk (\*) next to the one that you consider the primary focus.)

- \_\_\_\_\_ International, national, or state conference presentation  
\_\_\_\_\_ Other academic conference attendance or recognition for research  
\_\_\_\_\_ Research, project development or data collection for doctoral thesis

Please provide a complete response to each question below if applicable.

A. How will the requested funds be used?

B. Identify the sources/amounts of other funding received to support this travel.

### PROPOSED BUDGET

Attach support documentation for the expenses detailed below.

	Department	Dean Amount requesting	Other (Please specify)	Total
Travel				
Registration				
Lodging				
Other				
<b>Total</b>				

*Note: The School of Education Graduate Student Travel Award Program is dependent upon availability of funds and the Dean's Office reserves the right to limit the amount and frequency of support for graduate students as necessary. School of Education graduate student funding for funding or research will be reimbursed upon student's return/completion with appropriate receipts verifying actual expenses. Funds will not be reimbursed in excess of need. In order to obtain this award, an UM Travel Reimbursement Form should be submitted to all sponsoring parties (including the School of Education, Dean's Office) as soon as possible after returning from the trip.*

#### Faculty Recommendation:

Please rate the value of this project to student's development as a scholar and professional.

\_\_\_\_\_ No value      \_\_\_\_\_ Minimal value      \_\_\_\_\_ Moderate value      \_\_\_\_\_ High value

Explanation:

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Signature of faculty member working with student

Date

**Department Chair Recommendation:**

Please rate the value of this project to student's development as a scholar and professional.

\_\_\_\_\_ No value      \_\_\_\_\_ Minimal value      \_\_\_\_\_ Moderate value      \_\_\_\_\_ High value

Explanation:

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Department Chair

Date

**For School of Education Dean's Office Use Only****School of Education Associate Dean's Recommendation**

To be completed by Associate Dean:

Approval:                      Amount:                      Date:

Up to \$300 award      \_\_\_\_\_

**Associate Dean Signature:** \_\_\_\_\_