

# University of Northern Colorado Ed Psych Society

## Conference Presentation Grant Application – Spring/Summer 2015

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The funds allocated to the Ed Psych Society are intended to help support psychology graduate student research and professional development. At this time, these funds will be available to students presenting at conferences. Awards may be made up to, but not exceeding \$500.

**Application Check List:** Each of the below elements **must** be included with your application. Incomplete applications will not be considered.

- Completed (and legible) Application Form
- Cover letter explaining how attending this conference will contribute to your education, future career and betterment of the UNC community.
- Copy of the proposal and abstract originally submitted for the conference
- Conference documentation--what, where and when (e.g., brochure, web site printout, etc.)
- Confirmation of presentation (e.g., copy of the acceptance letter or e-mail addressed to the applicant). If you are not the first author and the original letter or email was not addressed to you, provide documentation verifying authorship (e.g., conference program citation)
- Proof of application for GSA funds, or intent to apply:
  - If already applied, supply documentation from GSA confirming or denying funds (e.g., copy of confirmation email).
  - If haven't yet applied, supply a copy of GSA application form you intend to submit.

Completed applications and attachments are due by 5:00pm on the deadline noted below. Submit materials to the mailbox of the current Ed Psych Society faculty advisor (Dr. Michael Phillips), located in McKee 14. If submitting via mail, please address to: *Dr. Michael Phillips, Attn: Ed Psych Society Conference Grants, Campus Box 94, 501 20<sup>th</sup> St. Greeley, CO 80639-0142.*

<i>If your conference takes place between:</i>	<i>Application deadline is 5:00pm on:</i>	<i>Deadline or recipients to collect funding:</i>
January – April 2015	Friday, March 13, 2015	7 days of your return (no later than 60 days)
May - August 2015	Friday, May 29, 2015	

If you receive funding, you will be reimbursed for approved costs following conference attendance. **TO BE REIMBURSED: Save all receipts during the conference. Within 7 DAYS of your return,** please see Office Manager Susan Allen in McKee 14c to remit receipts and complete paperwork.

**Ed Psych Society Conference Presentation Grant Application Form**

Accurate information is mandatory for funding eligibility

Name: \_\_\_\_\_ Bear # \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you a member of the Ed Psych Society?     YES     NO

If Yes, date of the last meeting you attended: \_\_\_\_\_

\*Please note: Ed Psych Society membership is not required apply for conference funds.  
However, members will be given priority consideration.

Title of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_ Dates of travel: \_\_\_\_\_ to \_\_\_\_\_

Presentation Citation:

Your Role in the Presentation: \_\_\_\_\_

**Eligibility**

Student level:  Doctoral     Masters en route to Ph.D.     Masters

What is your enrollment status this semester?     Part-Time     Full-Time

Have you received a prior EPS conference grant?     Yes     No

If yes, when did you receive one (semester/year)? \_\_\_\_\_

Are you receiving funding from any other source for this conference?     Yes     No

If so, please list all sources and expected dollar amounts below.

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____

## Expenditures

Only the approved expenses noted below will be reimbursed with EPS funds. Please check relevant expenses, and the amount you anticipate spending on each. Please note if any expenses are being shared, if any (i.e. hotel, gas).

Airfare \$ \_\_\_\_\_

Ground Transportation \$ \_\_\_\_\_  
(car rental, airport shuttles, etc.)

Conference registration fee *only* \$ \_\_\_\_\_  
(membership and application fees are NOT eligible)

Lodging/Accommodations \$ \_\_\_\_\_

-----  
**Total Anticipated Costs** \$ \_\_\_\_\_

**By signing below, applicants confirm that they are providing accurate information and agree to the following terms and conditions:** (1) applicant information will be shared with individuals as necessary to complete the review and reimbursement process; (2) funds of up to, but no more than \$500 will be awarded for use toward approved costs associated with conference presentations; (3) funding decisions are at the discretion of the EPS Officers and the EPS Conference Grant Faculty Review Board; (4) by signing below, you give us permission to use your name and presentation information for pertinent departmental recognition (e.g., noted on the department website). If any of the above information is found to be incorrect or fraudulent, the EPS reserves the right to deny funding.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:

<b>Faculty Review:</b>		
<b>Applicant Approved for funding:</b>	[ ] YES	[ ] NO
	<b>Amount:</b> \$ _____	
_____ Faculty Signature	_____ Date	
_____ Faculty Signature	_____ Date	