

English Department
Minnesota State University Mankato
Graduate Student Conference Grant Application

In order to foster the professional growth and development of our graduate students, the English department faculty will provide grants of up to \$150.00 per graduate student for those whose work has been accepted for presentation at a regional or national conference. This money may be used to help pay the costs of registration, travel, food, housing, or other related costs. The total number of grants in an academic year will be determined by the funds available to the department and will be allocated on a first-come, first-served basis. Grants can be awarded only to individuals whose proposals have been accepted for presentation at the conference.

To apply, students should submit an application along with required documentation to the Administrative Assistant of the English Department. Additional application forms are available from the English Department Graduate Director or on the department's website. Final determination of awards will be made by the Chair, in consultation with the English Department Graduate Director and Graduate Committee. Applications may be submitted at any time during the academic year; the Chair will post a notice when grant funds are no longer available for that year.

Name _____ Tech ID _____
Address _____ Phone # (____) _____
City _____ State _____ Zip _____
E-mail Address _____

I have completed all or part of the following in my graduate studies:

Coursework _____ Exams _____ Thesis/App/Capstone _____

Conference Information:

Name of Conference _____

Place _____

Dates of Attendance _____

Budget Information:

Please estimate the amount you will spend in each of the following categories (registration, meals, travel, lodging, etc.). Total reimbursement for your travel expenses may be up to \$300, \$150 from English funds and perhaps up to \$150 additional funds from the Graduate School. The department will apply to the Graduate School for these matching funds on your behalf.

_____ Registration _____ Meals _____ Travel _____ Lodging _____ Other

(Please retain receipts in order to document the expenses that were covered and turn them in to the Department Administrative Assistant after the conference.)

Required attachments:

1. Title and abstract or description of presentation
2. Memo, conference brochure page, or other document that verifies the acceptance of the paper or project at the conference.

OFFICE USE

Please match the _____ with Graduate School funds and deposit to account 210011.

Department Chairperson

Date