

## Department of English

# Graduate Student Conference Grant Application

In order to foster the professional growth and development of our graduate students, the Department of English will provide graduate student grants for those whose work has been accepted for presentation at a regional or national conference. All out of state travel requires presidential approval. More grant details are located at the Department of English website ([www.english.mnsu.edu](http://www.english.mnsu.edu)).

Name \_\_\_\_\_ Tech ID \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail Address \_\_\_\_\_

I am enrolled in the following graduate program:

\_\_\_\_\_ English Studies    \_\_\_\_\_ Teaching Writing    \_\_\_\_\_ Creative Writing    \_\_\_\_\_ Technical Communication    \_\_\_\_\_ TESL

### Conference Information:

Name of Conference: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s) of Attendance: \_\_\_\_\_

### Budget Information:

Please estimate the amount you will spend in each of the following categories: registration, meals, travel, lodging, and other related costs. The English Department will provide up to \$150; more funding may be available from the Graduate Office or, for members of GSEA, from GSEA. The department will apply to the Graduate School or GSEA for these matching funds on your behalf.

\_\_\_\_\_ Registration    \_\_\_\_\_ Meals    \_\_\_\_\_ Travel    \_\_\_\_\_ Lodging    \_\_\_\_\_ Other related costs

(Please retain receipts in order to document your expenses and submit the receipts to the Department Administrative Assistant immediately 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.
3. Receipts of expenses

### OFFICE USE

Please match the \_\_\_\_\_ with Graduate School funds and deposit to account 210011  
Or match \_\_\_\_\_ with GSEA Funding (335804/Foundation funds).

\_\_\_\_\_  
Chair, Department of English

\_\_\_\_\_  
Date

9/16

# Graduate Student Conference Grant Process

In order to foster the professional growth and development of our graduate students, the English department will provide grants ranging from \$150-\$450 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. Only one grant per student per year will be funded, and grants will be awarded on a “first-come first-serve” basis. When funds are exhausted, the department will announce that on the Graduate Studies page of the department website.

The English Department itself will provide up to \$200. The Graduate College will match the department’s funding, up to \$200, again on a “first-come first serve” basis.

The Graduate Scholars of English Association may provide additional funding to students 1) who are in the Literature or English Studies program, and 2) who are registered members of GSEA. The GSEA will provide up to \$150 for expenses for the initial conference presentation, and up to \$100 for expenses for presentation at another conference, until funding is exhausted.

## How to apply for funding?

Submit the documents described below to the Administrative Assistant of the English Department (Armstrong Hall 230), at least two weeks PRIOR to the conference. It is recommended that the Request for Approval of Out-of-State Travel form and the Vehicle Consent Agreement be submitted at least three weeks before the conference.

- 1) This application form along with required documentation. Please be specific as you can about costs. The university limits reimbursement for meals (\$7 for breakfast, \$9 for lunch, \$15 for dinner). Travel is either airline cost or mileage at \$.43/mile for a personal car (whichever is less). Lodging is hotel/hostel cost. Other related costs could be taxi fares, copies, etc.
- 2) Title and abstract or description of presentation.
- 3) Memo, conference brochure page, or other document that verifies the acceptance of the paper or project of the conference.
- 4) Conferences held out of state require presidential approval on the Request for Approval of Out-of-State Travel form <http://www.mnsu.edu/busoff/travel/forms/pdfs/outofstatetravelrequest081009.pdf>
- 5) If you are driving either a personal or a state vehicle, you must submit for approval a Vehicle Consent Agreement (<http://www.mnsu.edu/busoff/travel>) . If you are less than 21 years old, or have had a U.S.A. driver’s license for less than 2 years, you are not allowed to drive a personal or state vehicle.

## What happens next?

- 1) The department will apply for Graduate School funding on your behalf.
- 2) You will receive a mnsu.edu email from the Administrative Assistant indicating whether your funding request was approved and the amount of the grant.
- 3) Immediately following your event, visit the Administrative Assistant, with all your receipts, to file the travel reimbursement forms. This must be done within 30 days of your event or you risk losing the approved funding.
- 4) Forms for reimbursement will be routed for signatures and forwarded to the appropriate individuals.
- 5) You should receive your reimbursement within two weeks. (It may come to you in two forms if it is from two different funding sources.)

Questions? Please contact the Department of English Administrative Assistant.