

Hamline University Graduate Student Conference Fund

Hamline University is committed to helping graduate students as they pursue academic, professional, and artistic endeavors outside of the classroom. The Graduate Student Life Conference Fund was created to provide one-time funding to support individual graduate students to attend appropriate academic and professional conferences, workshops, or meetings. These grants are made possible through the graduate student activity fee that students pay each term.

Grants will be awarded up to \$150 and are meant to reduce the student's expenses, not to provide full financial support for the activity. Grant monies may be used to reimburse registration fees, travel, lodging and food expenses. Typically, students may receive support from this fund one time per academic year. At least one award (up to the \$150) should be awarded to a student from each of the three schools (School of Business, School of Education, Graduate School of Liberal Studies) each funding term. If no one applies from a school the established date each term (October 15 for fall term or March 15 for spring term), then the funds will become available to anyone.

To be eligible, students must:

- *Be currently enrolled (4 credits or more) as a degree-seeking student in a Hamline University Graduate program.*
- *Be in good academic and financial standing with the university.*
- *Provide a completed Conference Fund application.*
- *Provide a letter of support/recommendation from a faculty member or program chair who can attest to the quality for the student's work or the academic/professional benefit of attending the conference/workshop.*

Preference will be given to students who are:

- *Making a presentation.*
- *Serving as a recognized moderator or panelist.*
- *Exhibiting/reading their work.*
- *Representing a recognized Hamline University graduate student organization.*

Students can request up to \$150 in grant funding each year. There are two funding periods per academic year; fall term (July 1 – December 31) and spring term (January 1 – June 30). The conference for which you seek funding must occur during the funding term for which you apply. Funds will be available each term as long as they last. Any unspent monies at the end of fall term will roll over to spring term. Conference requests should predate the activity by at least one month. Retroactive awards will not be given. The Office of Graduate Student Life will review submissions and make awards.

Funding may be used for academic, professional and artistic development only. Funds may not be used for students' job search/placement processes. Expenses must meet university guidelines and all paperwork/requests for reimbursement must be received within 30 days after the conference.

Application forms can be found on the Graduate Student Life Office website at:

www.hamline.edu/gradlife

To apply, submit a conference fund application and letter of support to Kelly Krebs, Coordinator of Graduate Student Life via email to kkrebs@hamline.edu, fax at 651.523-2490, or through Hamline campus mail to MS-A1730