

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, College of Liberal Arts) each funding term. If no one applies from a school by 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.*

Preference will be given to students who are:

- *Making a presentation at a conference or workshop.*
- *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.

Graduate Student Conference Fund Application

Please provide the following information to apply for a grant of up to \$150 from the Graduate Student Life Office. The Conference Fund provides financial assistance to currently enrolled Hamline University graduate students eligible under the guidelines set forth. The purpose is to provide financial support to reduce the student's expenses, but can not provide full-funding for conference activity.

Name: _____ Student ID: _____

Mailing Address: _____

Telephone: _____ Email: _____

Graduate Program: _____

Start Date in Program: _____ Anticipated Graduation Date: _____

Conference/Activity to be Attended: _____

Date(s) and Location of Conference: _____

Are other Hamline students, faculty/staff attending this conference too? Yes No

If yes, please list: _____

Total Estimated Expenses: _____

- Registration \$: _____ Lodging \$: _____ Food \$: _____
- Transportation \$: _____ Other \$: _____

Amount of Conference Fund Request (Not to exceed \$150): _____

Please provide the conference website: _____

- If a website is not available, attach information about the conference showing dates, fees, etc..

- **Rationale:** Please attach a separate 1-2 page rationale for your attendance. It should include a brief description of the conference/activity, why you are interested in attending, and how it will contribute to your academic, professional, or artistic growth. (Be sure to include any presentations you will be giving.)

Applications should be submitted to Kelly Krebs via email at kkrebs@hamline.edu, through campus mail to MS-A1730, or by fax at 651-523-2490.