The School of Education Graduate Student Travel Award Program makes available limited funding for a graduate student who is 1) a first author or co-author with UM SOE faculty on a research presentation, 2) recognized through an award for his or her original scholarship, or 3) conducting original research for an approved thesis project, or 4) attending a conference in support of the School of Education’s strategic initiatives. The SOE Graduate Student Travel Award Program will provide up to $300 for such travel/research. Students should complete this form working with designated staff in the departments of Higher Education, Leadership & Counselor Education, and Teacher Education. The designated staff will submit the forms and other UM travel related forms to the Associate Dean of the School of Education at least 10 days prior to the first date of travel.

Name: ____________________________  Degree Program: ____________________________

Department: _______________________  Year of Study in Program: _____________________

Full-Time Enrollment: _______  Part-Time Enrollment: ________

Describe Graduate Assistantship or Employment: ______________________________________

________________________________________________________________________________

Provide a title and description of project or paper as well as pertinent details related to travel such as purpose of attendance and destination. (This may include a schedule of the conference with your presentation or other pertinent sessions highlighted, an award notification, or a faculty-approved research proposal for thesis-related research).

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Total amount requested from Graduate Student Travel Grant Program: __________

Project focus: (Check all that apply. Place an asterisk (*) next to the one that you consider the primary focus.)

_____ International, national, or state conference presentation

_____ Other academic conference attendance or recognition for research

_____ Research, project development or data collection for doctoral thesis
Please provide a complete response to each question below if applicable.

A. How will the requested funds be used?

B. Identify the sources/amounts of other funding received to support this travel.

**PROPOSED BUDGET**

Attach support documentation for the expenses detailed below.

<table>
<thead>
<tr>
<th>Department</th>
<th>Dean Amount requesting</th>
<th>Other (Please specify)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Registration</td>
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<td>Lodging</td>
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<td>Other</td>
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<tr>
<td><strong>Total</strong></td>
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<td></td>
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</tr>
</tbody>
</table>

*Note: The School of Education Graduate Student Travel Award Program is dependent upon availability of funds and the Dean’s Office reserves the right to limit the amount and frequency of support for graduate students as necessary. School of Education graduate student funding for funding or research will be reimbursed upon student’s return/completion with appropriate receipts verifying actual expenses. Funds will not be reimbursed in excess of need. In order to obtain this award, an UM Travel Reimbursement Form should be submitted to all sponsoring parties (including the School of Education, Dean’s Office) as soon as possible after returning from the trip.*

**Faculty Recommendation:**
Please rate the value of this project to student’s development as a scholar and professional.

_____ No value   _____ Minimal value   _____ Moderate value   _____ High value

Explanation:

Signature of faculty member working with student                   Date
**Department Chair Recommendation:**
Please rate the value of this project to student’s development as a scholar and professional.

- [ ] No value
- [ ] Minimal value
- [ ] Moderate value
- [ ] High value

Explanation:

Department Chair

Date

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**For School of Education Dean’s Office Use Only**

**School of Education Associate Dean’s Recommendation**

To be completed by Associate Dean:

Approval:  
Amount:  
Date:

Up to $300 award  

Associate Dean Signature:  

Copies to:

Asst. to the Dean  
Date Mailed  

Department  
Date Mailed  

09/28/2020 Office of the Dean