

TRAVEL AWARDS FOR MASTERS & DOCTORAL STUDENTS
PRESENTING AT PROFESSIONAL CONFERENCES & MEETINGS

The Office of Graduate Education at CU Denver will provide up to \$500 to help defray the expenses incurred by a Masters or Doctoral student who attends a professional conference and/or meeting and presents their work. The \$500 can be used to help defray the costs of registration and travel. Funds are distributed once travel is complete and receipts have been submitted for reimbursement.

Eligibility:

1. The student must be enrolled full-time in one of the Denver campus Masters or Doctoral programs.
2. The student must have an abstract submitted and accepted for presentation at the meeting.
3. The student must be listed as the first author on the presentation.
4. The student must submit an estimated budget for use of the travel award to attend the conference.
5. The student must identify what other sources of support will be available to complete the funding required for the conference. Applications from students who have cost-sharing commitments from other academic partners (mentor, program, department, others) will receive preferential consideration.
6. For attendance and presentation at a conference the award will be up to a maximum dollar amount of \$500.

Application Materials:

1. Application form
2. Student's CV
3. Abstract of the work to be presented at the meeting
4. Confirmation that your work has been accepted for presentation at the meeting (must be addressed to the student applying for the award)

Submittal Deadlines:

Applications should be submitted **one month** before the meeting. Applications should be submitted to the Graduate Education office by email (GraduateEducation@ucdenver.edu).

Please visit the Procurement Service Center's website to make sure you are familiar with any travel restrictions that are in place due to COVID-19. These restrictions are fluid.

<https://www.cu.edu/psc>

<https://www.cu.edu/psc/travel/psc-updates-related-coronavirus-travel>

Office of Graduate Education
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Application Form

First Name: _____

Last Name: _____

Student ID: _____

Graduate Program: _____

Type of degree: Masters Doctorate

International Student: Yes No

If Yes, Current Immigration Status (e.g. F1, J1, H1B, etc): _____

Are you currently a University employee: Yes No

Are you currently active in the University payroll system (HCM): Yes No

If you are not, certain forms may be required for reimbursement.

Conference/Meeting name: _____

Conference/Meeting location: _____

Conference/Meeting dates: _____

Estimated total cost to attend Conference/Meeting: \$ _____

Title of presentation: _____

Where will the remaining funds needed to attend this conference/meeting be derived, e.g., mentor, department, personal funds, others? Please provide dollar estimates for all sources.

Your Mentor or Program Director must sign and date this form to acknowledge their approval of your application for travel support from CU Denver Office of Graduate Education.

Mentor or Program Director

Date