

NSM Conference Travel Award Program

All PhD students in the School are encouraged to present their research at professional conferences in their disciplines. To support this, the NSM Conference Travel Award Program offers supplemental financial support of up to \$750 (the award matches Department funds up to \$375) in the form of a reimbursement of expenses incurred. This funding is not a substitute for other forms of funding that may be available. Rather, the intent is to support conference travel in instances where other sources are inadequate or unavailable. This award is supported by the Excellence in Education Research Endowment, established by the Excellence in Education Foundation.

Eligibility Requirements: At the time of application, applicants must:

- be currently enrolled at UT Dallas in a PhD program of the School
- be in good academic standing
- have advanced to doctoral candidacy
- have passed their doctoral qualifying exam
- be presenting an oral presentation or poster based on their doctoral dissertation at a professional conference in their research field in the United States or abroad

Note: Applicants may not receive more than one award during an academic year and no more than two awards while enrolled at UT Dallas.

Application Process: Eligible applicants who have either applied to participate or have already been accepted to participate in a professional conference in their field of research will prepare an application packet according to the instructions given below. The packet will be submitted by a designated staff member of the applicant's Department to the School sufficiently well in advance of the first day of the conference (see the schedule given below).

The application packet must include:

1. A completed application form including the endorsement of the Department Head and confirmation of the availability of the departmental portion of funds.
2. A one-page letter describing the work to be presented and its relevance.
3. A letter of support from the applicant's PhD supervisor.
4. A detailed budget.

- Applicants should indicate all sources of funds they may have already secured or may be applying for. Per diems are not permitted under this program.
5. Provide a letter of invitation or other indication of acceptance from the conference.
- The School may approve applications with an informal evidence of acceptance, but will only distribute funding upon receipt of clear evidence of conference presentation.

Application Deadline: Applications may be submitted at any time but will be reviewed according to the schedule below. Consult the schedule to determine the application deadline.

If you are presenting between	The deadline to apply is	Expect review & decision in
July and October	May 31	Late June
November and February	Sep 30	Late October
March and June	Jan 31	Late February

Note: Incomplete applications may be declined and returned without review.

Departmental Review: The applicant's Department Head or delegated committee will review the application to confirm that the applicant meets the eligibility requirements and the departmental portion of funds are available. Following this approval, the application packet must be emailed as one PDF file to Georgetta Oliver (goliver@utdallas.edu) for review and approval by the School.

Reimbursement Processing and Follow-up: Upon conclusion of the conference, the award recipients will submit their itemized receipts together with a brief activity report (in one page or less) to their Department for processing of the reimbursement. The Departments will charge the School's portion of the award to a cost center, and provide a copy of all supporting documents to the School. Any unused funds may not be put towards another conference or other purpose.

Note: The reimbursements will not be processed without the activity report.

NSM Conference Travel Award Program Application Form

Note: Please review the program information accompanying this form for eligibility requirements, supporting documentation, and deadlines. Incomplete, illegible, or late applications will not be accepted.

Applicant:

Name: _____

Email: _____

10-digit UT Dallas ID: _____

Department: _____

Degree Program: _____

Request Date: _____

Total Amount Requested (up to \$750): \$ _____

Departmental Contact Name: _____ Email: _____

Conference:

Name: _____

Location: _____ Dates: _____

Presentation Type: ☐ Oral ☐ Poster ☐ Other, specify: _____

Department Head Review:

- ☐ The applicant meets the eligibility requirement
☐ Departmental contribution in the amount of \$ _____ approved (up to \$375)
☐ Request denied

Name: _____

Signature: _____ Date: _____

(Email complete application packet as one PDF file to Georgetta Oliver, goliver@utdallas.edu)

School Review:

- ☐ School's contribution in the amount of \$ _____, matching the departmental contribution approved
☐ Request denied

Signature School Associate Dean: _____

Date: _____