



**The University of Memphis College of Education  
Application Graduate Student Grant to Present Research**

Please complete all parts of this form **and attach a copy of the acceptance letter**. The acceptance letter must have your name printed on it. Return the form with appropriate signatures and the acceptance letter to Associate Dean Steve Zanskas in the College of Education Office *at least four weeks in advance. Please note that incomplete or unsigned applications will be returned to the applicant.*

**Guidelines**

- **Student must be enrolled in a master's or doctoral degree program in the COE and a presenter of research conducted at The University of Memphis.**
- Meeting must be a regional, national, or international conference.
- Grants are limited to \$500, and all charges must be allowable and comply with accepted UofM travel and reimbursement policies.
- Grants are awarded per budget year (July 1-June 30) and must be used in the year they are awarded.
  - *Students are allowed one grant per year, and the award may only be used for the conference listed below.*
  - *Students are eligible for **three awards** during their tenure.*
- You must have prior authorization from your department prior to applying for a COE Grant.
- All reimbursement requests must include this form, signed by the student, faculty advisor or committee chair, and the Dean or the COE Dean's representative.

Applicant Name (Printed) & UID#	Department & Program
Prior COE Conference/Travel Awards: 0__1__2__	Email Address
Name of Meeting	
Location	Presentation Date
Total Estimated Expenses	Amount Requested from the COE (up to \$500)
Signature of Applicant	Date
Printed Name & Signature of Faculty Advisor	Date
Department Chair's Signature	Date

**THIS SECTION COMPLETED BY COLLEGE OF EDUCATION ONLY**

\_\_\_Yes    \_\_\_Amount    \_\_\_No

COLLEGE OF EDUCATION APPROVAL

Date