**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 Dr. Leigh Harrell-Williams at leigh.williams@memphis.edu in the College of Education Office. Please submit your requests *at least four weeks in advance. Please note that Incomplete or unsigned applications will be returned to the applicant.*

Guidelines

* Students 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; 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 before 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.

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| 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 THE COLLEGE OF EDUCATION ONLY**

**Yes**  **Amount**  **No**

COLLEGE OF EDUCATION APPROVAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_