

KUTZTOWN UNIVERSITY
GRADUATE STUDENT CONFERENCE PRESENTATION GRANT GUIDELINES
2021-2022

Conference presentation grants provide financial support to graduate students to present and disseminate the results of their research or scholarly activities at academic conferences related to their current field of study.

To be eligible, the applicant(s) must:

- Be in good academic standing in a Kutztown University graduate program
- Have completed at least six (6) graduate credits
- Be currently enrolled in at least three (3) graduate credits at Kutztown University
- Receive approval from Kutztown University's [Institutional Review Board](#) for research and scholarly projects involving human subjects and participants.

A graduate student may receive up to \$1,000 (total) in conference presentation grant support during their graduate career at Kutztown University. Students may receive only one grant per academic year (mid-August to mid-August).

Graduate students must submit the application and conference acceptance letter **before** attending the conference to be eligible for grant support consideration. The review committee reserves the right to ask for additional information.

For applications with co-presenters, each student must submit their application while listing KU graduate student presenters as co-presenters. For grant applications with graduate student co-presenters, the maximum **total** combined conference presentation grant is \$2,000.

Eligible expenses include conference registration fees, conference travel, printing, and poster preparation. Durable goods purchased under this grant program become the property of Kutztown University. Ineligible expenses include, but are not limited to, journaling supplies, stipends or wages, faculty-related costs, class-related purchases, lab analysis fees, travel reimbursement for field work or site visits, gratuities, and dissertation research.

KU employees who are also graduate students are not eligible to apply for this grant. They are encouraged to apply for employee professional development funding.

Reviewers may elect to fully, partially, or not fund a request.

Upon returning from the conference, each grant awardee will submit a brief narrative of their presentation experience, budget expenditures, and receipts for reimbursement to Dr. Michelle Kiec, Interim Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies, kiec@kutztown.edu.

KUTZTOWN UNIVERSITY
GRADUATE STUDENT CONFERENCE PRESENTATION GRANT APPLICATION
2021-2022

Student Name _____ ID# _____ Date _____

Email _____ Phone _____

Program of Study _____

Graduate Credits Completed _____

Faculty Member Supporting Application _____

KU Graduate Student Co-Presenter Name(s), if applicable _____

NAME OF CONFERENCE _____

LOCATION AND DATE(S) _____

_____ VIRTUAL CONFERENCE _____ IN PERSON CONFERENCE

CONFERENCE PRESENTATION TITLE AND ABSTRACT/DESCRIPTION

ANTICIPATED EXPENSES (BUDGET)

\$ _____ Conference registration fee

\$ _____ Taxi/ride-share

\$ _____ Printing/poster preparation

\$ _____ Meals

\$ _____ Airfare

\$ _____ Other (specify: _____)

\$ _____ Hotel/lodging

\$ _____ TOTAL EXPENSES

\$ _____ GRANT FUNDING REQUESTED (The maximum grant award for a single student proposal is \$1,000.

The maximum combined grant award for a request with graduate student co-presenters is \$2,000. Reviewers may elect to fully, partially, or not fund an application.)

STUDENT STATEMENT

If a Graduate Student Conference Presentation Grant is awarded, I agree to the following:

- Complete the conference presentation as outlined in my application.
- Submit a brief narrative of the presentation experience, budget expenditures, and receipts for reimbursement after the conference concludes. Each co-presenter must submit their information.

Student Signature _____

Date _____

Supporting Faculty Signature _____

Date _____

Department Chair _____

Date _____

Please submit the completed application and conference acceptance letter to:

Dr. Michelle Kiec, Interim Vice Provost for Extended and Lifelong Learning and Dean of Graduate Studies, kiec@kutztown.edu.