



The College of Liberal Arts and Social Sciences considers undergraduate and graduate participation in professional conferences to be a vital part of their education. Students who attend a professional conference or meeting at the state, national, or international level are eligible to receive up to \$100 for registration fees. Only costs associated with registration will be reimbursed; no travel costs will be eligible.

Undergraduate and graduate students whose research or creative endeavors are accepted for presentation at state, national, or international level conferences are eligible for up to \$300 for expenses associated with the presentation. Reimbursable expenses include registration fees, travel, and lodging with reimbursement made after conference attendance.

Applications must be submitted prior to the conference presentation to be eligible for consideration of these awards. To apply, the student must submit this application to the College of Liberal Arts and Social Sciences located in 106 Anspach Hall.

### *Guidelines*

The following guidelines apply to the Undergraduate/Graduate Student Conferences Grant:

- Student must have a signed major within the College of Liberal Arts and Social Sciences.
- A student may receive the award more than once in her/his career as a student at CMU. However, because funding for this program is limited, preference will be given to first-time applicants and only one award will be allowed per academic year.
- The application form must be endorsed by the student's advisor.
- The grants are administered through the College of Liberal Arts and Social Sciences. Submit bills or paid receipts to the Department office for processing reimbursements.

To be considered for \$300 presentation funding:

- The undergraduate/graduate student must be the principal or co-investigator. If students collaborate, evidence should show that each student played a significant role in the research. Each student must submit their own application. (No more than \$600 will be provided for any single presentation event.)
- Students must be enrolled at Central Michigan University during the research phase or creative endeavor phase and must also be enrolled at Central Michigan University at the time of presentation.
- Presentations must be completed by the student(s) whose research or created endeavor is being presented and must be at a state, multi-state, national or international conference.
- Eligible expenditures include registration fees, conference travel costs, and materials used for the presentation. (Travel costs may include lodging, mileage using CMU mileage guide and reimbursement rate, airfare, and meals.)
- Graduate students must also apply for the College of Graduate Studies Student Presentation Grant (\$350).
- An abstract or other evidence of acceptance (which can be a memorandum from the advisor) must be submitted with the application.

### *Signatures*

I have read the guidelines for this grant, and I believe this application complies with all the guidelines.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Advisor Name: \_\_\_\_\_



Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Name of Conference \_\_\_\_\_

Date(s): \_\_\_\_\_ Location \_\_\_\_\_

Have you *received* a CLASS Student Conferences Grant previously?  Yes  No

If yes, how much were you awarded? \$ \_\_\_\_\_

What semester and year did you receive the award? \_\_\_\_\_

<i>Estimated costs for which reimbursement is requested:</i>	\$
<b>Total</b>	<b>\$</b>

Will you present at this conference?  Yes  No

Presentation Title: \_\_\_\_\_

Are you the principal presenter?  Yes  No

If co-presenter, please name the others: \_\_\_\_\_

Of these other presenters, how many will also apply for this grant? \_\_\_\_\_

Have you *applied* for a presentation grant from the College of Graduate Studies?  Yes  No

If yes, how much were you awarded? \$ \_\_\_\_\_

**Please attach an abstract and evidence that this work has been accepted.**

**FOR DEAN'S OFFICE USE ONLY**

Amount Approved \$ \_\_\_\_\_ Approval Signature \_\_\_\_\_ Date \_\_\_\_\_