COLLEGE OF
LIBERAL ARTS & SOCIAL SCIENCES
CENTRAL MICHIGAN UNIVERSITY

Student Conference Grant

The College of Liberal Arts and Social Sciences (CLASS) considers undergraduate and graduate participation in professional conferences to be a vital part of your education.

Undergraduate and Graduate students are eligible to apply for one of the following grants to attend or present at a state, regional, national, or international conference or meeting.

- **Attendance Grant**: Eligible to receive up to $150 for conference and travel expenses.
- **Presentation Grant**: Presenter or co-presenter(s) are eligible to receive up to $350 for conference and travel expenses. Presentations with co-presenters are eligible to receive up to $350 per presenter/$700 maximum per single presentation event.

Reimbursable conference and travel expenses include registration/conference fees, transportation (airfare, mileage, taxi, etc.) and lodging. Reimbursement for travel expenses must be submitted after attending the conference or meeting through your advisor's department office.

Applications must be submitted prior to the conference attendance or presentation to be eligible for consideration. Completed applications can emailed to **CLASS@cmich.edu** or the CLASS Dean's Office, 106 Anspach Hall.

Guidelines

The following guidelines apply to both the Attendance and Presentation Grant applications:

- Each attendee or presenter/co-presenter(s) must submit separate application(s).
- Must have a signed major or enrolled in a graduate program within CLASS.
- Must be enrolled at CMU during the time of attendance, presentation, and research/creative phase.
- Allowed only one award per academic year.
- Submit conference and travel receipts to the department office for reimbursement with the CLASS Award notification by **May 15, 2027**.

Presentation Grant additional guidelines. Each presenter/co-presenter(s):

- Must be the principal or co-investigator of the research being presented.
- Understand that co-presenter(s) maximum award is up to $350 per presenter/$700 maximum per single presentation event.
- If you are a graduate student, you must apply for the Student Performance, Exhibition, Competition, or Presentation (PECP) Grant through the Office of Graduate Studies.
- Must submit evidence of acceptance (which can be a memorandum from your advisor) of presentation with the application.

Signatures

I have read the above guidelines for this grant and comply with the requirements.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Print Advisor Name:_____

COLLEGE OF
LIBERAL ARTS & SOCIAL SCIENCES
CENTRAL MICHIGAN UNIVERSITY

Student Conference Grant

Name: _____ Student ID: _____

Email: _____ Department: _____

Conference Attending: _____

Dates: _____ Location: _____

Applying for: ☐ Attendance Grant ☐ Presentation Grant (If checked, provide the following)

Presentation Title: _____

_____

☐ Principal Presenter ☐ Co-Presenter

Co-Presenters: _____

Have you applied for a presentation grant from the Office of Graduate Studies?

☐ Yes If yes, award amount? $_____ ☐ No

Estimated conference attendance or presentation costs:

Conference/Registration Fee	$_____
Lodging	$_____
Mileage	$_____
Airfare, parking, taxi	$_____
Other: _____	$_____
Other: _____	$_____
Other: _____	$_____
Other: _____	$_____
Total:	$_____

For Dean's Office Use Only

Academic Year Applied: _____

Approval Amount: _____

Approval Date: _____

Cost Center: _____ IO#: _____ GL: _____

Updated: 10/20/26