

University of Rochester
Warner Graduate School of Education and Human Development

2009-10 Doctoral Conference Presentation Awards

Presenting at conferences plays an important role in advancing the academic careers of our doctoral students as well as increasing the Warner School's national visibility. To support this endeavor, Warner School has a program to support doctoral students' presentations at professional conferences. Qualified doctoral students in the Warner School can apply for these competitive awards which are intended to provide partial reimbursement for conference travel and related expenses. Determination of the number and amounts of these awards is contingent on the funds available for this program each year. Awards normally will be in the \$200-500 range per presentation. Multiple presentation applications are allowed, but the total awarded may be limited by the total funds available for all applications.

Eligibility Requirements. Applicants for these funding must meet the following conditions:

- Be currently registered as a full time Warner School doctoral student.
- Have formally submitted a proposal to present at a national conference to occur in the current fiscal year.
- Have completed the application procedures (below) by the deadline of **October 1st**. Late applications will be considered only if funds are still available.

Application Procedures. Information and application forms are available on the Warner School Website. Applicants must submit the following materials by the application deadline (please do a separate application for each conference proposal):

1. The application forms.
2. A copy of the proposal submitted for the conference presentation.
3. A formal acceptance notice from the conference (to be submitted as soon as received if not available at the time of the application).

Application materials must be submitted to Claire Urbanowicz in the Student Services Office, Dewey 2-161, 273-2927 (curbanowicz@its.rochester.edu). Questions regarding this program may be addressed to Logan Hazen, Dewey 2-161D, 275-1007 (lhazen@warner.rochester.edu).

Evaluation of Applications and Fund Distribution. The award committee (comprised of faculty representing each of Warner's three program areas) will evaluate applications meeting the eligibility requirements utilizing a combination of the following main criteria:

- The quality of the conference and thus its strategic value for increasing the Warner School's and applicant's visibility.
- The potential value of participating in the conference for the applicant, given his/her career goals and stage in the program and the role to be played in the presentation.
- The applicant's need for this financial support (full-time doctoral students on assistantships will be given priority; students who have/could be supported by other sources – pre-dissertation and dissertation fellowship grants, their home institution, etc. – will be given less priority). Graduate students serving as Visiting Assistant Professors are not eligible for these awards.
- The extent to which the award will allow us to maximize the impact of our limited funds.

Awards will be announced promptly following final committee decisions, but no later than **November 2nd**. In cases where the conference proposal has not yet been accepted by the time of the award, the award will be contingent to receiving such acceptance, and will be forfeited if the conference proposal is eventually rejected.

Requests for reimbursement need to be submitted to Ed Morgan or Patty Peters, Warner School Finance Office, Dewey 2-160D, preferably within two weeks from the end of the conference, but no later than **May 15th**. A completed Internal Revenue Service W-9 form must be submitted with reimbursement requests (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Late requests will **not** be honored because of the university fiscal year submission deadlines.

Warner School of Education – University of Rochester

**2009-10 Doctoral Conference Presentation Awards
Application Form**

Contact Information

Name: _____ Date: _____
Address: _____
Work Phone: _____ Home/Cell Phone: _____
Email: _____

Academic Information

Degree program: PhD, EdD, EdD Accelerated
Program Area: T&C; Counseling; Human Dev.; Higher Ed.; K-12 Adm.; Policy
Advisor: _____
Status: Full Time Doctoral Student; Full Time Doctoral Student w/ Assistantship
Milestones completed: Portfolio; Comps: Proposal
Please indicate if you have any other Warner support for conference travel (e.g., pre-dissertation or dissertation fellow; grant funding for travel; support from other institutions, etc.): _____

Conference Presentation Information

Conference Name: _____
Conference Date: _____
Conference Location: _____
Title of Presentation: _____
Co-Presenters: _____
Date Proposal Submitted: _____ Date Proposal Accepted: _____

[See next page for required supporting materials for application]

Supporting Materials

Submit the following information in two separate documents accompanying this application form:

1. A copy of the presentation proposal submitted to the conference.
2. A written statement providing the following information (please identify each section individually in your submission):
 - a. Role played in preparing the presentation proposal and in the conference presentation.
 - b. Reputation and importance of this conference in your field.
 - c. How this presentation and conference attendance will help advance your academic and professional goals.
 - d. A detailed estimate of the major anticipated costs for conference attendance (i.e. registration, travel, lodging, meals, etc.).
 - e. Whether you have received previous funding from Warner to support conference participation, and if so, for what amount and reason.

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