STUDENT CONFERENCE GRANTS
DEPARTMENT OF EDUCATIONAL THEORY AND PRACTICE

The Department of Educational Theory and Practice makes every effort to provide our graduate students support to attend professional conferences and meetings if resources are available.

The Department of Educational Theory and Practice has limited funds available to support graduate student attendance to professional conferences and meetings. These funds will be awarded twice a year depending on the University budget. Up to $200 for domestic (within the United States) and $300 for international conferences will be provided as a reimbursement to assist ETAP doctoral students to represent the department at professional meetings. Students may only apply for funding once per academic year (FALL and SPRING semesters ONLY).

To be eligible:
1. You must be identified in the program as a presenter at the conference.
2. You must be a student in good academic standing (GPA of 3.0 or better) in ETAP.

To apply:
Please submit all required application documents listed below to the ETAP Department Coordinator:
1. Completed Request for Conference Approval Form (obtained from ETAP Department Coordinator, Room ED-113).
2. Cover letter providing name of conference and presentation, as well as place where conference will be held.
3. Official confirmation of acceptance of presentation/involvement
4. Budget (estimated cost of registration and lodging).
   Note: Other travel costs are not reimbursable.
5. Copy of your unofficial university transcript.

Please submit all documents listed above to Scott Lawson (slawson@albany.edu).

To be reimbursed:
After the conference please submit all required documents listed below to the ETAP Department Coordinator:
1. Receipts of expenditures.
2. Copy of conference program book and name badge (if available)
3. A brief statement (if applicable) noting if additional financial support was provided from another UAlbany funding source (i.e., GSO). State the source and the amount awarded.
4. Rationale for how this conference presentation benefits the university (up to 500 words).
5. Completed official State Travel Voucher (obtained from ETAP Department Coordinator, Room ED-113).

**Funding is on a first come, first served basis. All requested items must be included for funding to be approved. Applications with missing items will not be considered.**

**Note: Only one reimbursement will be received per academic year.**

If funds are not provided or the funding is insufficient to cover expenses, you may wish to explore other funders such as the Graduate Student Organization.