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 on a timely basis depending on the University budget. Up to $200 for conferences within the United States and $300 for international conferences will be provided as a reimbursement to assist doctoral students in our department to represent the department at professional meetings in their field. Students may apply for funding once for each funding period (FALL and SPRING).

You may wish to explore other funding sources such as the Graduate Student Organization.

To be eligible, the doctoral student must be noted in the program and actually present at the conference. Participation in professional learning communities contributes to your professional development and to the visibility of our doctoral programs.

To apply, you must be a student in good academic standing (GPA of 3.0 or better) in a graduate program granted by ETAP. Students must be conference participants to receive funding.

Applications for funding must include the following:

1. Completed Request for Conference Approval Form (obtained from ETAP Department Coordinator, Room ED-113).
2. Cover letter giving name of conference and presentation, as well as place where conference will be held.
3. Official confirmation of acceptance of presentation/involvement (attach to conference application).
4. Budget (estimated cost of registration and lodging).
   Note: Travel costs will not be reimbursed.
5. Copy of your unofficial university transcript.

Applications must be submitted to the ETAP Department Coordinator and will be reviewed by the Student Committee.
After the conference has been completed you must submit the following to the ETAP Department Coordinator:

1. Receipts supporting expenditures.
2. Copy of conference program book and name badge.
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.
5. Completed official State Travel Voucher (obtained from ETAP Department Coordinator, Scott Lawson, 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.**