

CSD Graduate Student Conference Funding Policy & Application [Appendix 5A]

Graduate students may be eligible for funding from the School of CSD (subject to availability) to support attendance at professional conferences (conventions, annual meetings) under the following circumstances:

Category 1. If the student is listed in the program as an author or co-author of a presentation related to the discipline of CSD at a professional conference, or

Category 2. A student has a strong desire to attend a professional conference related to the discipline of CSD and can demonstrate how attendance would contribute to their learning

Typically, any conference that offers ASHA Continuing Education Credit would be considered “related” and decisions about whether other conferences are “related to the discipline of CSD” will be made the Director of the School of CSD.

Priority will be given to students in Category 1. Once funds have been allocated to students in Category 1, requests from those in Category 2 will be considered.

Students are not necessarily guaranteed to receive the full amount allowable under this policy nor will students necessarily receive the full amount of their request. Usually the goal of funding is to offset registration fees for attendance. The Director of CSD may decide to approve partial funding in order to maximize the number of students able to attend professional conferences.

Graduate students will be eligible for a maximum of \$600 in reimbursement for conference related expenses in one academic year:

1. Students in Category 1 will be eligible for up to \$600 to cover the cost of conference registration and/or associated travel and accommodation costs with approved reimbursement based on number of applications received and availability of funds, and
2. Students in Category 2 will be eligible for up to \$300 to cover the cost of conference registration and/or associated travel and accommodation costs with approved reimbursement based on funds remaining after Category 1 funds are allocated, number of Category 2 applications received, and availability of funds

Students will be expected to provide receipts as required by the College of Education. These receipts are to be submitted after the meeting to be reimbursed for these costs up to the maximum approved amount. No funds will be provided in advance of a conference.

All Pacific University College of Education administrative policies apply to obtaining reimbursement (i.e., all applicable paperwork must be filed and all applicable deadlines met).

If a student is presenting at more than one professional conference then separate applications can be submitted to cover costs associated with registration and/or travel. The maximum travel reimbursement for a student is \$600 in an academic year.

APPLICATION FOR CONFERENCE FUNDING AND TRAVEL (PROPOSAL)

This proposal should be completed by the student and submitted to the Director of the School of CSD on or before the 1st Monday in October within the academic year in which the conference will occur. This grant is offered through the School of Communication Sciences and Disorders at Pacific University and is designed to foster and support student engagement in scholarship with CSD faculty and in the field. Awards will be offered to eligible applicants based on priorities established in the student conference funding policy and on the annual availability of funds.

Name of Student: _____

Organization and Conference Title: _____

Location: _____

Dates: _____

1. Briefly describe how your attendance will benefit the School of CSD and your learning (200 words or less)

2. Do you plan to be a presenter, author, or co-author on a presentation at this conference?
 Yes
 No (if no, skip to Estimated Expenses)

If yes, please provide the name of your faculty co-presenter(s)

Please provide the title of your presentation and brief description (200 words or less) OR attach the abstract, proposal, or letter of acceptance

3. Estimated Expenses

Conference Registration	\$
Airfare	\$
Ground Transportation	\$
Lodging	\$
Other	\$
Total Estimated Expenses	\$

