



LEHIGH  
UNIVERSITY

COLLEGE OF  
EDUCATION

### **COE Dean's Endowed Student Travel Scholarship**

The COE Student Travel Fund has been established to provide support to graduate students who present at professional conferences. Students may apply for a maximum of \$500 per academic year to offset travel costs (e.g., airfare, hotel accommodations, and conference registration fees).

#### **Eligibility Criteria and Process for Travel Scholarship Application:**

1. The student should submit a written request (in the form of a letter) and attached application to the Associate Dean for Research after receiving notification that the student's presentation has been accepted for presentation. This request should be made prior to attendance at the conference (except in case of January conferences). **Applications (see below) will be considered for any conference that is scheduled between July 1 to December 31, 2019. Application deadline is September 30, 2019.**
2. The written request should specify the name, date, and location of the conference as well as the title and author(s) of the presentation. A copy of the acceptance notification should be attached.
3. Travel costs that will be offset by the award should be specified including airfare, mileage, hotel accommodations, and conference registration.
4. The Associate Dean for Research will recommend the amount of each award based on: (a) level of the conference (i.e., state, regional, national, international); and (b) extent of student need (e.g., distance of conference from Lehigh). The Chair's Office will then submit these requests to the Dean for final approval. Students will be notified of their award in writing by the COE Dean's Office.
5. Priority will be given to applicants who: (a) are presenting papers (rather than posters); (b) are first author on the presentation; (c) have applied for funding from the Graduate Student Council; and/or (d) are not receiving travel support from a research or training grant.
6. Upon return from the conference, students will complete the university travel reimbursement form and forward this form along with travel receipts and a photocopy of the first page of the conference program or brochure (verifying the name, date, and location of the conference) to the COE Business Manager for further processing.

**COE Dean's Endowed Student Travel Scholarship Application**

**INSTRUCTIONS:** (Failure to comply will result in the application being denied)

1. Fill out the application completely by typing in the form or filling out in ink (no pencil).
2. Submit this application form along with the required documents to your respective program coordinators in person or via email.
3. Checklist for the required documents:
  - A written request in the form of a letter
  - Proof of the presentation acceptance (e.g., email notification, acceptance letter)
  - Estimated expenses (fill out the second page of the application)
  - Proof of conference attendance (travel receipts and a photocopy of the first page of conference program or brochure)

**Date (of application):** \_\_\_\_\_

**LIN:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Degree Sought and Program:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Conference Title:** \_\_\_\_\_

**Level of Conference: (please check one)**

- State**
- Regional**
- National**
- International**

**Presentation Title and Authors:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Indicate Place in Authorship:** \_\_\_\_\_

**Are You Presenting: (please check one)**

- Paper**
- Poster**
- Roundtable**

**Have you applied for funding from the Graduate Student Senate?**

- Yes. Amount of funding expected/already received: \$ \_\_\_\_\_**  
 **No**

**Are you receiving travel support from a research or training grant?**

- Yes. Amount of funding already received: \$ \_\_\_\_\_**  
 **No**

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**Travel Costs:**

**Date(s) of Travel:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Incurred Expenses:**

**Airfare:** \$ \_\_\_\_\_

**Mileage:** \$ \_\_\_\_\_

**Hotel Accommodation:** \$ \_\_\_\_\_

**Conference Registration:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

**Total Estimated/Incurred expenses:** \$ \_\_\_\_\_

*I verify that I am a graduate student at College of Education and that the above conference information, cost and funding estimates are accurate. Should the amount of funding available from other sources change, I realize that it is my responsibility to notify the chairperson of the changes and to adjust my application to reflect the changes.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

*I verify that, to the best of my knowledge, the applicant is presenting at the aforementioned conference and the applicant is only eligible for funding from the sources and for the amounts mentioned above.*

\_\_\_\_\_  
**Signature of Program Advisor**

\_\_\_\_\_  
**Date**