

# College of Education (COE) Diversity Committee Research Conference Fund

## What types of travel does the COE Diversity Committee fund?

COE students are encouraged to apply for funding to support conference registration fees that advance the mission of the COE Diversity Committee. The proposal must not only be related to diverse populations, but is also expected to embrace diversity, enhance multicultural perspectives, and advance social justice within your field of study.

## How much can I request?

Students can request **up to \$300**. Funding is explicitly itemized and applied to expenses related to conference registration and attendance. Expenses may only be applied to funding for the range of dates of the conference. Based on the number of applications received, a portion up to the full amount of the estimated expenses may be awarded.

## When can I apply?

Funding will support presentations completed between **June 1 and May 31** of the current academic year and students are eligible for retroactive reimbursement. **Applications will be reviewed on a rolling basis.**

## How do I apply?

1. Complete the electronic COE Diversity Committee Research Conference fund application and submit it by email at [incoemrc@lehigh.edu](mailto:incoemrc@lehigh.edu).
2. You **MUST** provide proof of your need by submitting your conference acceptance letter and proposal abstract. If you are presenting more than once at the same conference, attach proof of each proposal and list your authorship/role per presentation/paper/workshop etc.
3. Indicate your estimated expenses and if your expenses are going to be covered by any other sources.

## How will I receive my reimbursement?

1. Please click on the following [link](#) to access the online, electronic form for processing student/adjunct/employee reimbursements.
2. Once you are on this page, click on the **Request Form**.
3. Fill in the following: Your name as the requestor, enter your role, for the approver - fill in: Zach Polzer ([zap221@lehigh.edu](mailto:zap221@lehigh.edu))
4. When you are finished, you will receive two emails--one to initial and one to sign from DocuSign. After your request is processed, you will receive two secure emails from Wells Fargo. Follow the directions in the Wells Fargo emails to set up your Wells Fargo Account. Once your account is set up, just follow the instructions on the purchasing site to enter your transactions for reimbursement.

**PLEASE DO NOT EMAIL THIS PAGE AS PART OF YOUR APPLICATION**

College of Education (COE) Diversity Committee Research Conference Fund: Application

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

1. Fill out the application completely. Applications are reviewed on a rolling basis.
2. Submit this application form along with the required documents in **one complete file** (PDF or Word) to [incoemrc@lehigh.edu](mailto:incoemrc@lehigh.edu)
  - a. Be sure to include the following documents:
    - Diversity Committee Research Conference Fund Application
    - Proof of acceptance(s) as a presenter (e.g. letter of acceptance from the conference) for each presentation
    - Accepted presentation proposal abstract(s) for each presentation
    - Estimated expenses

Applicant Name: \_\_\_\_\_ Degree Sought: \_\_\_\_\_

Date: \_\_\_\_\_ Lehigh ID Number (LIN): \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Tel.: \_\_\_\_\_

COE Academic Program: \_\_\_\_\_

Name of Faculty Mentor/Adviser: \_\_\_\_\_

Conference Title & Official Dates of the Conference: \_\_\_\_\_

Have you submitted another grant application in the current academic year to the MRC? (If so, indicate amount of funding already received from the MRC)

\_\_\_\_\_

What will you be presenting (e.g., poster, paper, workshop, symposium)? If more than one presentation, list all below:

\_\_\_\_\_

What is your role/position in presentation(s) (e.g., 2nd author)?

\_\_\_\_\_

College of Education (COE) Diversity Committee Research Conference Fund: Itemized Budget

ESTIMATED / INCURRED EXPENSES (please itemize):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated/Incurred Expenses (A): \$ \_\_\_\_\_

OTHER FUNDING SOURCES (Include Pending Decisions with N/A on funding line):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total (B): \$ \_\_\_\_\_

Estimated Out-of-Pocket Expenses (C): (C = A – B) \$ \_\_\_\_\_

TOTAL COE DIVERSITY COMMITTEE FUND REQUEST: \$ \_\_\_\_\_

**College of Education (COE) Diversity Committee Research Conference Fund:  
Commitment Statement**

**Please provide a brief statement about how the project you are working on aligns with themes of social justice and/or demonstrates a meaningful commitment to diversity in both research and practice.**

The statement should be 1-page max, double-spaced and typed on Microsoft word before being attached on the final PDF application (one file).

## **Diversity Committee Research Conference Fund Notification**

The Diversity Committee Research Conference Fund is awarded to any student who will be presenting at a conference in the current academic year as specified by the time frame indicated on the application. Conferences that students have presented prior to the grant deadline of the current academic year are eligible for retroactive reimbursements.

Grant recipients will be notified of their award by email prior to the end of the semester. Funds will be disbursed after the conference date when the student provides receipts of expenses along with the "Lehigh University Request for Reimbursement for Students, Adjuncts, and Visiting Employees" form to the Multicultural Resource Center graduate assistant or a copy of the form if the student submits the original to the COE Business Manager. The recipient will notify the graduate assistant of any changes in date or if the recipient is no longer able to attend the conference.

Any conference grant awards that have not been claimed and dispersed to the recipient after the end of the fiscal year (**June 1<sup>st</sup>**) will be null and void. All applications will be kept on file for three years.

By electronically signing this notification, the student attests that they have read and understood the information above. Furthermore, all information provided in the application is accurate and up-to-date to the best of student's current knowledge.

\_\_\_\_\_  
**Applicant's eSignature.**

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

\_\_\_\_\_  
**Advisor's eSignature.**

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