

## Conference Travel Application Guidelines

Submit the following in a single PDF document:

1. In no more than 300 words, summarize the content and significance of your conference presentation
2. In no more than 300 words, explain the importance of the conference in your overall academic development
3. If you will be conducting research during the same trip as your conference, please use 350 words to explain the relationship of the research to your portfolio or dissertation and give a detailed description of the archival materials you plan to access
4. Describe the additional funding you have already applied for, or will apply for
5. Supply a detailed, itemized budget that demonstrates an effort to minimize costs
6. Provide a 2-page CV

### Review Protocol:

Applications will be ranked according to:

1. Overall quality and strength of materials submitted
2. Clarity of discussion of conference presentation
3. Strength of relationship between conference activity and academic development
4. Budget efficiency & indication of external funds sought

\*\*Note that distribution of conference travel awards is contingent upon two factors:

- 1) Evidence of conference participation via registration receipts and program announcements; and
- 2) Evidence of external funding application (may be demonstrated through email confirmation of application or other means)
  - a. For example, applications for the Graduate Travel Awards Program (GTAP) (<https://www.unl.edu/gsa/graduate-travel-awards-program-gtap>) are open to all students presenting their work at an academic conference

**All materials must be submitted via email by 11:59pm of the deadline date (Sept. 15<sup>th</sup> for October-March travel, March 15<sup>th</sup> for April-September travel) to Megan Brown, Graduate Secretary: [mbrown19@unl.edu](mailto:mbrown19@unl.edu)**

**Students are only eligible for one award annually in each category (1 conference, 1 research).**