Doctoral Conference Presentation Awards
(for Full-time Warner School Doctoral Students)

Presenting at conferences plays an important role in advancing the academic and research careers of our doctoral students as well as increasing the Warner School's national visibility. To support this endeavor, the Warner School has a program to support **full-time** doctoral students' presentations at professional conferences. Qualified doctoral students in the Warner School may apply for these competitive awards, which are intended to provide partial reimbursement for conference travel, registration, and related expenses. Determination of the number and amounts of these awards is contingent on the funds available for this program each year. Awards normally will be in the **$100-400** range per presentation. Multiple presentation applications are allowed, but the total awarded may be limited by the total funds available for all applications.

Eligibility Requirements. Applicants for this funding must meet the following conditions:
- Be currently registered as a **full-time** Warner School doctoral student.
- Have completed the Portfolio milestone in their doctoral program.
- Have formally submitted a proposal to present at a **national conference** to occur in the current fiscal year.
- Have completed the application procedures (below) by the one of the three deadlines: **October 1, February 1 or June 1.** Presentation proposals do not have to be accepted by this date, but awards would be contingent on presentation proposal acceptance.

Application Procedures. Applicants must submit the following materials by the application deadline (please do a **separate application** for each conference they are proposing to attend):
1. The application form(s).
2. A copy of the proposal submitted for the conference presentation and supporting statements.
3. A formal acceptance notice from the conference if already accepted. If your program proposal is not formally accepted at the time of application submission, acceptance notification must be submitted as soon as received. If your program proposal is not accepted, the preliminary award will be withdrawn.

Application materials must be submitted to the Office of Student Success via email at studentsuccess@warner.rochester.edu. Questions about the program can also be directed to the Office of Student Success.

Evaluation of Applications and Fund Distribution. The awards committee will evaluate applications that meet the eligibility requirements noted above, utilizing a combination of the following criteria:
- The quality of the conference and thus its strategic value for increasing the Warner School's and the applicant's visibility.

- The potential value of participating in the conference for the applicant, given his/her career goals and stage in their program, and the role to be played by the applicant in the presentation.
- The applicant's need for this financial support (full-time doctoral students on assistantships will be given priority; students who have/could be supported by other sources – pre-dissertation and dissertation fellowship grants, their home institution/job, etc. – will be given less priority). Doctoral students serving as Visiting Assistant Professors are not eligible for these awards.
- The extent to which the award will allow Warner to maximize the impact of the limited funds.

Awards will be announced promptly following final committee decisions but are intended to be announced within two weeks of each deadline. In cases where the conference proposal has not yet been accepted by the time of the award, the award will be contingent to receiving such acceptance, and will be forfeited if the conference proposal is ultimately rejected.

Requests for reimbursement need to be submitted to the Warner School Finance Office, Attention: Brandon Inguaggiato via email: finance@warner.rochester.edu **within 30 days of the expense**. Late requests for reimbursement will not be honored. Receipts can be submitted either digitally or in hard copy; photos of receipts are acceptable. A student ID number and a completed Internal Revenue Service W-9 form must be submitted with reimbursement requests (http://www.irs.gov/pub/irs-pdf/fw9.pdf). The University is not able to reimburse for taxes. If receipts that include taxes are submitted, this portion will not be included in reimbursement.

Doctoral Conference Presentation Awards Application Form

Name: _____ Date: _____

Address: _____

Work Phone: _____ Home/Cell Phone: _____

Email: _____

Academic Information

Doctoral degree program: __ PhD __ EdD

Program Area: __ T&C; __ Counseling; __ Human Dev.; __ Higher Ed.; __ K-12 Adm.; __ Policy

Faculty Advisor: _____

Student Status: Milestones completed:

__ Full-Time Doctoral Student   __ Portfolio (Required for Eligibility)

__ Full-Time Doctoral Student w/ Assistantship   __ Comps

                                              __ Proposal

Please indicate if you have any other Warner support for conference travel (e.g., pre-dissertation or dissertation fellow; grant funding for travel; support from other institutions, etc.): ___

_____

Conference Presentation Information

Conference Name: _____

Conference Dates: _____

Conference Location: _____

Title of Presentation: _____

_____

Co-Presenters: _____

Date Proposal Submitted: _____ Date Proposal Accepted: _____

[See next page for required supporting materials for application]

Required Supporting Materials

Submit the following information in **two separate documents** accompanying this application form:

1. A copy of the presentation proposal submitted to the conference.

2. A **written statement** providing the following information (**please identify each section individually in your submission**):
   a. Role played in preparing the presentation proposal.
   b. Role in the actual conference presentation.
   c. Reputation and importance of this conference in your field.
   d. How this presentation and conference attendance will help advance your academic and professional goals.
   e. A detailed estimate of the major anticipated costs for conference attendance (i.e. registration, travel, lodging, meals, etc.).
   f. Whether you have received previous funding from Warner to support conference participation, and if so, for what amount and reason.

Application materials must be submitted to the Office of Student Success via email: studentsuccess@warner.rochester.edu **by one of the following deadlines: October 1, February 1 or June 1.** Questions regarding this program may be addressed to the Office of Student Success (studentsuccess@warner.rochester.edu).