

Return form to:  
Sherry Ernsberger  
404 White Hall

Request Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Awarded \_\_\_\_\_  
Denied \_\_\_\_\_

**School of Teaching, Learning and Curriculum Studies**  
**UNDERGRADUATE STUDENT**  
**Dissemination of Research and Scholarship Award**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_ Professional Association: \_\_\_\_\_

Your Role: \_\_\_\_\_ Dates of Meeting: \_\_\_\_\_

Check one: ☐ National or International Conference ☐ State Conference ☐ Local Conference

**Travel Costs:**

Transportation: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Food: \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Other (Itemize): \$ \_\_\_\_\_

TOTAL COSTS: \$ \_\_\_\_\_

**Amount Requested from TLC:**

(Maximum amount awarded is \$500 per semester for

national/international conference; max amount for a state conference is \$250.)

\$ \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Participant Checklist:**

1. Purpose is dissemination of scholarship and research \_\_\_\_\_
2. Recognized professional association \_\_\_\_\_
3. Documented **participant** (attach copy of acceptance letter or program entry) \_\_\_\_\_
4. Request is within TLC's limits (see below) \_\_\_\_\_

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**NOTES**

- This support is to be used to assist in the dissemination of the results of scholarship and research. Applicants can apply for one grant per semester within an academic year. Provide documentation of participation as a presenter (acceptance letter or program entry) from the organization.
- Half the funds available for conference presentations will be set aside for each semester. Applications are due the last Friday in October for Fall semester; applications are due the last Friday in March for Spring semester or summer. Awards may be given retroactively; this is to say that if a presentation were made in September, a student could apply for an award at the end of October (or March) to help defray the costs of the September presentation. While only one grant per applicant will be honored in the Fall semester, if a request is unfunded in the Fall, applicants are encouraged to resubmit the request in the spring, and to submit more than one request in case there are funds still available.