

Return form to:  
Dr. Kimberly Schimmel  
300 White Hall

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

**School of Foundations, Leadership and Administration  
GRADUATE STUDENT  
Dissemination of Research and Scholarship Grant**

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

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

Email Address: \_\_\_\_\_ Banner ID: \_\_\_\_\_

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 FLA:** (Maximum amount awarded is \$500 per student) \$ \_\_\_\_\_

**Graduate Student Signature** \_\_\_\_\_

Participant Checklist: (ALL are required)

1. \_\_\_\_\_ The purpose of travel is to disseminate research/scholarship.
2. \_\_\_\_\_ You are the presenter of the research/scholarship (if multi-authored).
3. \_\_\_\_\_ Travel is to a meeting/conference of a recognized scholarly/professional association.
4. \_\_\_\_\_ The documentation of your dissemination is attached (provide notice of abstract acceptance AND a copy of conference program). **DO NOT** include receipts at this time. If approved, **ORIGINAL** receipts will be required to process payment.
5. \_\_\_\_\_ You have provided evidence (email, etc...) that you attempted to secure travel support from the Graduate Student Senate or another funding agency (even if unsuccessful).

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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 fiscal year. Provide documentation of participation as a single pdf file, along with this application.
- Half the funds available for conference presentations will be set aside for each semester. **Applications are due Monday, November 13, 2017 for the Fall 2017 semester.** Awards may be given retroactively; this is to say that if a presentation were made in September, a student could apply for an award in January (or April) 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.
- For further funding options: <http://www.kent.edu/ehhs/fla/scholarships-grants>