



2017-18 Ed.M. and C.A.S. Student Conference Fund

HGSE is committed to supporting the academic and professional development of students both within and outside of the classroom. The Student Conference Fund seeks to bolster off-campus learning opportunities by providing applicants with an education award in the amount of up to \$500 to help defray the cost of traveling to and attending an academic conference.

Application Guidelines

- Applicants must be enrolled as a part-time or full-time student in a master's or certificate of advanced study program at the Harvard Graduate School of Education.
- Students may apply for an award for expenses occurring between **August 30, 2017 and May 24, 2018**.
- Students must submit an application form to the **Office for Master's Studies (Longfellow G042)** before the deadline each semester. Please note that applications for spring conference support will be considered upon receipt, students need not wait until the spring to submit an application:
 - **(Fall) on or before December 1, 2017.**
 - **(Spring) on or before April 25, 2018.**
- In addition to the application form, students must submit **a statement outlining the conference's academic and/or professional benefits and their reasons for attending. (250 words or less)**
- Students must submit **a budget and provide proof of conference attendance** (either travel itinerary, registration form, or receipt(s) of expense, etc.)
- All award recipients **will be required to submit a brief memo** to the Office for Master's Studies describing skills and knowledge gained through their experience **within two weeks of conference attendance in order to receive the award.**
- Students may not apply for funds more than once each semester.
- Applications are for individual students, not student groups.

Distribution Guidelines

- Twenty five awards are available each fall and each spring.
- All applications must be received before the fall and spring deadlines and reviewed in the interest of equity between all HGSE programs.
- **Unless there are extraordinary circumstances or to ensure relative equity between programs, funds will be allocated on a first come, first serve basis.**

Please contact Mary Kiesling, Assistant Director for Master's Studies, with questions:
Longfellow G042, 617-496-4406, mary_kiesling@gse.harvard.edu



HGSE Student Conference Fund Award Application

Full Name:	Date of Application: __/__/____
HUID:	SS#:
Email:	Phone Number:
Program:	Local Address:
U.S. Citizen or Permanent Resident ____ Non-U.S. Citizen ____	Permanent Tax-Reporting Address:
Name of Conference:	Date/s of Conference:
Location of Conference:	
Estimated expenses* (\$500 maximum):	
*Please note that local transportation costs (e.g. subway, taxis, bus) are not eligible for funding.	
Do you have additional funding sources? Please explain.	

Please attach a brief statement (250 words or less) describing your reasons for attending this conference, its academic/professional benefit to you as an HGSE student, and what you hope to gain from attending.

Signature: _____ **Date:** _____

By signing above, I certify that the award administered will be used in pursuit of academic and professional conference opportunities as an HGSE student.

I also understand that this form does not guarantee an award; that there are 25 awards available per semester; funds will be awarded on a first-come, first-serve basis and in the interest of HGSE academic program equity. Payments may take several weeks to process and additional forms and signatures may be required upon selection.