

### 2019-20 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 help defray the cost of travel and registration fees for students who are presenting or attending conferences. Students who are presenting are eligible for up to \$750 in funding, students who are attending are eligible for up to \$500 in funding. All conferences must align with the [mission of HGSE](#).

#### 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, 2019 and May 28, 2020**.
- Applications are reviewed once per semester. Students must submit an application form to the **Degree Programs Office (Longfellow G042)** before the deadline each semester.
  - **(Fall) on or before October 7, 2019** (for conferences taking place between 8/30 and 12/31/2019)
  - **(Spring) on or before March 2, 2020** (for conferences taking place between 1/1 and 5/28/2020)
- In addition to the application form, students must submit **a statement outlining how the conference relates to individual learning goals and the mission of HGSE. (250 words or less)**
- Students must indicate a link to the conference site and itemize estimated expenses. Only the following expenses are eligible (using the most economical form):
  - Conference registration fee
  - Transportation
  - Lodging (excluding food)
- All award recipients **will be required to submit a brief memo** to the Associate Director for Master's Studies describing skills and knowledge gained through their experience **within two weeks of conference attendance**.
- Students may not receive funds more than once.
- Applications are for individual students, not student groups.

#### Distribution Guidelines

- All applications are reviewed in the interest of equity between all HGSE programs with priority given to conference presenters.

Examples of successfully funded conferences:

- *National Partnership for Educational Access Conference*
- *BU Conference on Language Development*
- *Annual Conference on Higher Education in Prison*
- *Comparative and International Education Society Conference*

**HGSE Student Conference Fund Award Application**

Full Name:	Date of Application: __/__/_____
HUID:	Program:
Email:	Phone Number:
Name of Conference:	Date/s of Conference:
Location of Conference:	
Estimated expenses* (\$750 maximum for presenters, \$500 maximum for attendees):	
*Please note that only registration fees, lodging, and transportation costs (e.g. plane, train, bus) are eligible for funding. Meals and local transportation (taxi, Uber, etc.) are not eligible.	

**Please attach estimated itemized expenses and a brief statement (250 words or less) describing your reasons for attending this conference, along with your specific learning goals and how it relates to the mission of HGSE.**

**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. Payments may take several weeks to process and additional forms and signatures may be required upon selection.