

**HESA Student Request for
Professional Conference Funding or Research Support**

Name: _____

Student ID Number: _____

Local Mailing Address: _____

Phone: _____ E-mail: _____

☐ Request for Professional Conference Funding

Conference: _____

City and State of Conference: _____

Conference Registration Fee: _____

Conference Dates: _____

Role at Conference: Please attach proof of conference dates and registration fee (e.g., copy of registration form) and presenter or leadership confirmation if applicable.

☐ Presenter/Co-Presenter Presentation Title: _____

☐ Leadership Position _____

☐ Attendee

☐ Request for Research Support

☐ Dissertation Research ☐ Thesis Research

Please describe your research expenses in the space provided below.

Please describe other sources of funding you are receiving, including amount.

I certify that the above information is true. If I am not able to attend or present as planned, I will notify HESA immediately.

Student: _____ Date: _____

Requests for professional conference funding should be submitted at least two weeks prior to conference registration deadline.

Office Use

Amount Granted: _____ Date _____ Chair Initials _____

Procedures

Description of Program

Discretionary funds are available to the HESA program to provide limited support for students for conferences, presentations, dissertation/thesis research, and other types of professional development. Dependent on the availability of funds, a pool of money will be established each year for this purpose. A portion of these funds are provided by the BGSU Graduate College.

How to Apply/Criteria

Complete the HESA Student Request for Travel or Research Funding Form and submit to the HESA secretary.

Funding requests will be reviewed by the HESA chair on a first-come, first-served basis and so timely requests are advised.

For professional conference support, please attach proof of conference dates and registration fee (e.g., copy of registration form) and presenter or leadership confirmation if applicable.

For dissertation or thesis research support, requests must be submitted with a copy of the approved proposal form, allowing two weeks for processing.

Based on the number of requests received, a minimum of \$100 will be awarded for those attending a conference; \$150 will be awarded for those presenting a program at a conference or meeting. Dissertation and thesis research support will be awarded at the discretion of the chair. Funds will be awarded on a reimbursement basis.

Eligibility

1. Student must be in good standing (minimum GPA of 3.0 for master's students with no incompletes; minimum GPA of 3.2 for doctoral students with no incompletes).
2. Each student may apply once (1) during the academic year for professional conference or research support.

Deadline

The deadline for submitting the travel requests is at least two (2) weeks prior to the conference registration deadline. Allow two weeks for processing for research support request. Submit the requests to the HESA Secretary.