



2023-24 Graduate Student Professional Development Request for Funding

The School of Kinesiology is pleased to have the means to provide funding to support graduate students (M.Ed, M.A., M.S., PhD.) in the School of Kinesiology who attend workshops, seminars, national or international academic conferences, or other professional development opportunities during their time as graduate students..

In order to qualify, applicants must be full-time graduate students in good academic standing. (Students enrolled in GRAD 999 are not eligible.)

Completed applications must be submitted at least 30 days in advance of planned workshop/seminar/conference, and approved prior to the event.

The maximum award for a Master's level student is \$500.00; the maximum award for a PhD level student is \$1000.00.

Students are required to contact their primary advisors for assistance with this application, and approval of travel in advance.

Reimbursement process:

- 1) Successful applicants will be expected to pay for any costs up front.
- 2) Travelers must comply with the [University-wide policy](#).
- 3) Submit award reimbursement requests through [Chrome River](#).
- 4) Reimbursement will be issued up to the approved maximum amount after travel is completed.

Applications will be accepted on a rolling basis. All activity (workshop, seminar, conference, etc.) must **start on or after August 31, 2023 and must be completed by June 30, 2024.**

Submit the following application materials to the DGS office:

- Signed Graduate Student Professional Development Application Form (this document)
- Copy of your registration of the workshop/seminar/conference

Contact:

Sara Cannon, Graduate
Program Coordinator,
scannon@umn.edu

2023-24 Graduate Student Professional Development Application Form

First Name:

Last Name:

Student ID:

Name of Activity:

Item	Amount
Registration fee	\$
Flight	\$
Per Diem	\$
Accommodation	\$
<i>Total</i>	\$
Total requested	\$

Rationale for funding request:

How does this activity benefit your education:

Are you applying for similar funding from a separate source? If yes, please list:

Graduate Student Signature:

Date:

Primary Advisor Signature:

Date:

Director of Graduate Studies Signature:

Date:

Approved:

Not Approved:

Amount: