

Counseling, Educational Psychology & Research
College of Education
University of Memphis
CEPR Travel Award Application

The department of Counseling, Educational Psychology & Research is pleased to announce an annual research travel award for all currently enrolled CEPR graduate students. The purpose of the award is to encourage student travel to national conferences in order to present original research. This award will help offset some of the traditional conference expenses.

Details of the Award:

- Award amount: one award per fiscal year (between July 1st to June 30th of this year) amount determined by departmental review of research and availability of funds.
- Award amount can go toward traditional conference related expenses (conference registration, travel, hotel, etc.)
- Awards are limited to presentations at national or international conferences to disseminate original research.
- In order to receive the award, the student must fill out and submit the *CEPR Travel Award Application* (next page) and all necessary forms.
- By accepting the award, the student agrees to present their findings at said conference or similar College of Education presentation.
- To receive the award, graduate students must be first author on the poster(s) or paper(s) to be presented.
- The award may be used along with other travel awards (e.g., conference or university travel funds) assuming the other travel awards allows this condition.
- Student is responsible for submitting all travel award application materials and receipts in a timely manner.
- Funds will be disseminated on a first come, first serve basis assuming funds are available.

-CEPR department
(last edited Sept 30th, 2022)

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Name _____ University ID _____

Advisor _____

Title of Presentation: _____

All Authors and Coauthors as Listed on Presentation: _____

Conference Name: _____

Conference Location: _____ Travel Dates: _____

Total anticipated reimbursable expenses (travel, hotel, registration, etc.): _____

Checklist:

_____ I have not received CEPR graduate student research travel funds in the current fiscal year
(between July 1st to June 30th of this year).

_____ I am the first author on the poster or paper presentation.

_____ I submitted the *Request for Travel Authorization* form <http://bf.memphis.edu/forms/trav/trav01.pdf>

_____ If I have a teaching assistantship, then I completed all necessary departmental forms for missing instructional time prior to leaving for the conference (see CEPR office for forms).

_____ A copy of the poster/paper acceptance notification from the conference is attached to this form.

Submit this form and all materials to your advisor for approval

Applicant Signature

Date

Advisor Signature

Date