KUTZTOWN
U N I V E R S I T Y

GRADUATE STUDENT CONFERENCE PRESENTATION
GRANT GUIDELINES

Conference presentation grants provide financial support to graduate students to present and disseminate the results of their research or scholarly activities at academic conferences related to their current field of study.

To be eligible, the applicant(s) must:
- Be in good academic standing in a Kutztown University graduate program
- Have completed at least six (6) graduate credits
- Be currently enrolled in at least three (3) graduate credits at Kutztown University
- Receive approval from Kutztown University's Institutional Review Board for research and scholarly projects involving human subjects and participants.

A graduate student may receive up to $1,000 (total) in conference presentation grant support during their graduate career at Kutztown University. Students may receive only one grant per academic year.

Graduate students must submit the application and conference acceptance letter **before** attending the conference to be eligible for grant support consideration. The review committee reserves the right to ask for additional information.

For applications with co-presenters, each student must submit their application while listing KU graduate student presenters as co-presenters. For grant applications with graduate student co-presenters, the maximum **total** combined conference presentation grant is $2,000.

Eligible expenses include conference registration fees, printing and poster preparation, and conference travel, such as car mileage, hotel expenses, transportation, and meals. Receipts for meals may only include the grant awardee and may not include alcohol. Durable goods purchased under this grant program become the property of Kutztown University. Ineligible expenses include, but are not limited to: journaling supplies, stipends or wages, faculty-related costs, class-related purchases, lab analysis fees, travel reimbursement for field work or site visits, gratuities, and dissertation research.

KU employees who are also graduate students are not eligible to apply for this grant. They are encouraged to apply for employee professional development funding.

Reviewers may elect to fully, partially, or not fund a request.

Upon returning from the conference, each grant awardee will submit a brief narrative of their presentation experience, budget expenditures, and detailed receipts for reimbursement to Heather Arbuckle, Office of Grants & Sponsored Projects at arbuckle@kutztown.edu.