

COGS Conference and Educational Travel Award

Application Instructions

The Council of Graduate Students (COGS) is giving awards to Masters and Ph.D. students for travel to conferences and educational programs. This award aims to help students with limited funding to further develop professional skills and contacts. COGS will award a minimum of five (5) awards with a combined award amount of \$2,500. **Awards will be announced to the applicant by Wednesday, April 1, 2009** and will be presented at the April 2009 COGS General Assembly Meeting.

Conference travel: This award is given to students who are presenting their work at a conference with a poster, oral presentation, or other acceptable formats.

Educational programs: This award is given to students for travel to field research sites, language or artifact research, or any research or educational course NOT offered at the University that is a requirement for their program of study.

Due Date: Applications are due February 27, 2009, at 5:00 p.m. for travel that has occurred or will occur between September 1, 2008 and August 31, 2009. Send application and associated material to:

Council of Graduate Students
405 Johnston Hall
101 Pleasant Street SE
Minneapolis, MN 55455
Or as an email attachment to: cogs@umn.edu

Eligibility:

- Student must be in good standing with their university department at the time of application.
- Student must be enrolled in a Ph.D or Masters program and registered full time at the University of Minnesota Twin cities campus.
- Student must travel a minimal of 1.5 hours and/or stay a minimum of one night at their destination.
- Travel must occur between September 1, 2008, and August 31, 2009, to be eligible during the 2008-09 award year.

Application Instructions:

- Fill out the COGS Travel Grant Application and Proposed Budget.
- Include a one-page summary of the activities you expect to participate in at the conference or educational program, how this relates to your studies, and explanation of why the travel award is needed.
- Include the abstract you submitted to the conference (for conference travel award applications).
- Include a letter from your advisor or DGS confirming your need for travel, participation at the location and amount of University or private company support you will obtain. **This does **not** need to be a letter of recommendation, just a letter confirming your participation in the conference or the benefit of your research trip.*
- University or private company support may include GAPSA assistance, Latino, African American, or any other culture supported travel funds, grants, fellowship, departmental support, or private company supporting research project and educational funds for students.
- You may add additional supporting material as needed.

Reimbursement Instructions: Following completion of your travel, you will submit a travel expense report and copies of all pertinent receipts. COGS will reimburse you up to your awarded amount upon receipt. If you are applying for a reimbursement, please use the "Proposed Budget" area of the application to show your actual expenses.