Department of Education Studies
CSSE Application for Departmental Funding

Purpose & Priorities
Departmental funding (grants) available to support full-time CSSE doctoral students’ emerging scholarship will be distributed to support:

1. Conference travel, and
   a. A conference travel grant provides funding for CSSE students to present at or attend professional academic conferences.
   b. Priority for funding goes to students who are: attending high quality conferences; presenting rather than attending; focusing on a topic relevant to their dissertation; and assuming a primary lead in authorship.
   c. Funding can cover travel, conference registration, lodging and/or meals.

2. Writing support.
   a. A writing support grant provides funding for a focused program or retreat (can be peer- or faculty-organized) that explicitly supports the writing production needed to move CSSE students:
      i. Into their comprehensive exams, or
      ii. Through the dissertation stage of their program of study.
   b. The application must describe the writing plan, explicitly noting the scheduled time(s)/location(s) of writing and editing processes as well as the final written deliverable that will be produced.
   c. Priority for funding will go to students who participate in collaborative writing groups, but all requests will be considered.
   d. Funding can cover travel, registration, lodging and/or meals.

Application Time Frame
Funding is available only during the academic year. Applications will be accepted and reviewed from September 16 through May 31.

Applications must be submitted a minimum of four weeks in advance of the first day of travel.

Awards
Ten travel/writing grants are funded per academic year to the extent the allocated budget allows. Standard awards are usually $200 but requests for more will be considered on a case by case basis. The CSSE PD will review applications and consult other faculty as needed, notifying the student of their decision not later than two weeks after receipt of the application. Students will receive a maximum of TWO awards per academic year.

Please mark application type below:

☐ CONFERENCE TRAVEL (Complete sections 1, 2, 3, 7, 8)
☐ WRITING SUPPORT (Complete sections 1, 4, 5, 6, 7, 8)

Checklist: Please include the following:
Application
Evidence of Acceptance for Conference or Workshop (if applicable)
Hotel Reservation Confirmation
Faculty Recommendation (Section 7 - Optional)
Travel Authorization & Planning Worksheet
1. Applicant Information

Name: ___________________________  ID: ___________________________

Phone: ___________________________  e-mail: __________________________

Number of credits in which currently enrolled: ________

Expected Term of Graduation: ______________________  Advisor: ______________________

Are you currently receiving grant or GTF funding?  Yes  No

Have you applied for funding for this same event from another source?  Yes  No

If yes, explain: __________________________

2. Conference Information

Conference Name/Association: __________________________

Check the appropriate box:  □ Attendance only  □ Presentation

Title of Presentation (if applicable): __________________________

Dates of conference: ______________________  Location: ______________________

3. Requested Budget for Conference Travel

<table>
<thead>
<tr>
<th>ESTIMATED COST OF TRIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Train/Bus: $</td>
</tr>
<tr>
<td>Ground Travel/Car Rent/Taxi: $</td>
</tr>
<tr>
<td>Conference Registration: $</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Other: $</td>
</tr>
</tbody>
</table>


4. Writing Support Information

Location: ____________________________________________________________

Dates of Travel: ___________________________ Length of Stay: _______________

Other CSSE Participants: ______________________________________________

5. Requested Budget for Writing Support

<table>
<thead>
<tr>
<th>ESTIMATED COST OF TRIP</th>
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</thead>
<tbody>
<tr>
<td><strong>subject to change:</strong></td>
<td></td>
</tr>
<tr>
<td>Miles @ $ .54</td>
<td>$</td>
</tr>
<tr>
<td>Ground Travel/Car Rent/Taxi:</td>
<td>$</td>
</tr>
<tr>
<td>Conference Registration:</td>
<td>$</td>
</tr>
<tr>
<td>Nights’ Lodging @ $ 128</td>
<td>$</td>
</tr>
<tr>
<td>Days’ Meals @ $ 57</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$</td>
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</tbody>
</table>

6. Writing Plan & Goal (see p. 1–2b & c)
7. Faculty Recommendation (optional)

Nominated by: __________________________________________

Statement: __________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

Signature:_____________________________________________ Date:________________

8. Applicant Signature

Signature:_____________________________________________ Date:________________

9. CSSE Program Director Decision

☐ Approved Comments:

☐ Disapproved Comments:

Signature:_____________________________________________ Date:________________

Lisa Mazzei, CSSE Program Director

10. Next Steps

Submit this form to the CSSE Program Director for approval, at least 4 weeks prior to traveling. The Program Director will forward approved forms to the Education Studies Travel Accountant (cmaas@uoregon.edu) for processing. You will receive e-mail notification of approval with details about funding procedures and required travel reimbursement forms. In order to receive funds, all protocols must be followed and required forms carefully completed and submitted promptly.