



School of Education

3200 Education  
Irvine, CA 92697-5500  
(949) 824-5118

**REQUEST FOR CONFERENCE TRAVEL FUNDING**  
**UC IRVINE SCHOOL OF EDUCATION**  
**Ph.D. In Education**

**Instructions:** Student prepares form, *prior* to conference date, then forwards to advisor for advance approval. Student submits scanned electronic form with advisor signature (or advisor approval by email) to Ph.D. Program Graduate Counselor Sarah Singh. Document will be reviewed by the Ph.D. Program Director.

**Student Information**

|               |                       |
|---------------|-----------------------|
| Student Name: | Student ID:           |
| Email:        | Phone:                |
| Advisor Name: | Ph.D. Specialization: |

**Conference Information**

|  |           |
|--|-----------|
| Dates of Conference:   | Location: |
| Conference Name:   |           |
| Title of Accepted Paper/Poster:                                  |           |
| List of Authors:<br>(in order of authorship)                     |           |
| Type of Presentation:<br>(paper, paper discussion, poster, etc.) |           |

| <b>Expenses</b>                   |                               |
|-----------------------------------|-------------------------------|
| <b><i>Trip Accommodations</i></b> | <b><i>Estimated Cost:</i></b> |
| Conference Registration:          | \$                            |
| Travel:                           | \$                            |
| Lodging:                          | \$                            |
| Per Diem:                         | \$                            |
| <b>TOTAL ESTIMATED COST:</b>      | <b>\$</b>                     |

Have you *applied* for other sources of funding to attend the conference? If so, note below:

| <b>Applied Funding Sources</b> | <b><i>Amount Requested/Received:</i></b> |
|--------------------------------|--|
| 1.                             | \$                                       |
| 2.                             | \$                                       |

Have you *been offered* other sources of funding to attend the conference? If so, note below:

| <b>Offered Funding Sources</b> | <b><i>Amount Offered/Received:</i></b> |
|--------------------------------|--|
| 1.                             | \$                                     |
| 2.                             | \$                                     |

Have you received prior SoE conference or professional development funding? If so, note below:

| <b>Dates of Conference</b> | <b>Conference Name</b> | <b>Amount Received</b> |
|----------------------------|------------------------|------------------------|
|                            |                        | \$                     |
|                            |                        | \$                     |
|                            |                        | \$                     |
|                            |                        | \$                     |

**SIGNATURES:**

\_\_\_\_\_ Date \_\_\_\_\_                      \_\_\_\_\_ Date \_\_\_\_\_  
 Student    Advisor

|   |
|---|
| <p>Dates</p> <p>Submitted to Program Administration:</p> <p>Student Notified:</p> <p>Communications Informed:</p> |
|---|

## UCI Ph.D. in Education

The UCI Ph.D. in Education encourages student presentation at conferences. Students may apply for funding if they are a presenter at any academic conference on a topic related to their educational research.

Application is made by completion of the **Request for Conference Travel Form**. You are asked to send an electronic submission to Ph.D. Program Graduate Counselor, Sarah Singh signed by your advisor, or an email from your advisor stating approval. Please make your requests as far in advance of the conference as possible.

Include the following on the **Request for Conference Travel Form**:

- Title of the conference
- Title of the presentation
- Nature of the presentation (paper, poster, etc.)
- Authors of the presentation (in order of authorship)
- Location of the conference
- Projected dates of attendance
- Projected budget
- Proof of conference registration
- Amount and type of any other sources of university, employee, grant, or fellowship funding that the student expects/is eligible to receive to attend the conference

Completed/Approved applications are accepted on a rolling basis and reviewed at Ph.D. in Education Program Director.

The amount of funding granted, if any, will depend on funds available, as well as the nature, location and tier of the conference and the nature of the paper or presentation.

For each event, maximum amount of funding for first authors is \$800; second or subsequent authors may receive up to \$600. Reimbursement is made for actual costs incurred, which can include conference registration, travel, lodging, and meals (all with original receipts).

Requests for conference travel funding should be submitted prior to the event dates. Students who request funding consideration post conference will need to provide a **written addendum** with explanation to their advisor and the Ph.D. Program Director.

Ph.D. in Education students may receive a maximum total of \$2,500\*\* toward conference funding and professional development combined during active doctoral studies at UCI. The maximum amount that can be allocated to professional development is \$800, which would leave at least \$1,700 for conference presentations.

Awards are typically made after travel is complete and receipts are presented. Request for awards in advance of travel may be requested. Upon return from the conference, you are asked to provide proof of attendance. Make an appointment with the Program Graduate Counselor, Sarah Singh and bring a copy of the program with your name showing as presenter or other evidence of conference presentation.

Ph.D. in Education Conference Travel is strictly Block funded and does not involve SoE finance or grants personnel. If you are also receiving a travel expense reimbursement funded from a research grant, please coordinate any accounting transactions with your PI and SOE finance personnel. Travel expense reimbursement funded from a research grant is a separate/accounting function coordinated between your PI and SoE Finance Personnel.

This policy is subject to change.

\*Award increase from \$1500 to \$1800 was approved by Ph.D. Steering Committee 2/2/10

\*\* Award increase from \$1800 to \$2500 was approved by Ph.D. Steering Committee 9/2015

rev: 06/22/2018 gls