

Blake K. Scanlon Applied Learning Presentation Grant Fund Application Form

Name:

Address:

Phone:

Email:

Organization:

Conference/Event Name:

Name of your presentation (if applicable):

Event Date/s:

Conference Website:

Other sources of funding:

Other students or faculty traveling with you:

Major:

Undergraduate

Graduate

Full-time (12 hours or more)

Part-time (less than 12 hours)

Office held:

Event Location:

Amount of other funding:

Dates of Travel

Budgeted Expenses								Total
Your hotel cost (circle one) Total in room: 1 2 3 4								
Meal cost								
Gas (circle one) Total in car: 1 2 3 4								
Parking								
Airline/train								
Other _____								
Registration fee								

Total amount of request

\$

Meals: Maximum of \$5 breakfast, \$10 lunch, \$15 dinner

Hotel: Indicate your individual amount. If your hotel is \$150 including tax and you are sharing with two other people, circle #3 and put down \$50 for each night.

Gas/Parking: Same as hotel

Other (cab, subway, bus, etc): indicate the expense item and the cost

Remember to fill out the second page!

Signature of student _____

Signature of Dept. Chair _____

If presenting or performing, give a brief abstract of your presentation or overview of your performance. If you are presenting a paper, please attach a copy of the call for papers as well as the acceptance letter for the presentation.

How will participating in this event help you as a student and in your field?

Please provide any additional details needed for the selection committee to understand this event and/or your financial request.

Blake K. Scanlon Applied Learning Presentation Grant Fund application check list

I have included the following to make my application complete:

- _____ **Application form**
- _____ **Faculty Support letter**
- _____ **Dept Chair signature**
- _____ **Budget of expenses**
- _____ **Call for paper and acceptance of paper (if applicable)**