

College of Education Dean's Graduate Research/ Travel Grant Program Application

The Office of Dean in the College of Education provides funding for NAU graduate students to present, compete, or accept awards at regional, national, or international conferences. We are now working collaboratively with the Graduate Student Government (GSG) Travel Award Program's application process.

Eligibility for COE Dean's Graduate Research/Travel Grant Program:

- Travel for an individual student or student group to present their invited scholarly or creative work, to accept an award from a professional organization or academic institution, or to attend academic competitions at the regional, national, or international level.
- The applicant(s) are graduate students in good academic standing at the time of application and at the time of travel.
- The applicant(s) have received written confirmation from the sponsoring organization of the applicant's acceptance to make a presentation, receive an award, or compete.
- Students may receive only one travel award per academic year (July 1 – June 30).
- We do not fund research activities or professional development.

Application Process:

Please follow and complete the GSG application process below:

- All applications must be submitted electronically by filling out the [Graduate Student Government travel award application](#). Once complete, hit the "Submit" button. Complete applications are reviewed beginning the 15th of each month for travel taking place after that date. **Applicants are encouraged to submit their applications as early as possible** to provide lead time for planning and taking advantage of early bird registration fees and savings on airline tickets/hotel accommodations. Please read the instructions carefully before filling out the application form. Applications must be completely filled out (quality of information will be taken into consideration).
- To have a complete application, applicants' faculty/department sponsor must submit an email directly to GSGTravel@nau.edu indicating support of applicant travel. If we do not receive an emailed confirmation of faculty support by the application deadline, you will **NOT** be eligible for funding (we just want to see that this conference / event is a worthwhile endeavor for your academic / professional career). We must have a fully completed application and sponsor letter of support for your application to be reviewed.
- Send an email to COE-Dean@nau.edu stating you submitted an application to the GSG travel program and that you are interested in funding from the COE Dean's Graduate Research/Travel Grant.

Once COE receives your email, we will follow up with your application with GSG. The dean will review your application and decide on the award amount. Selita Mitchell (Selita.Mitchell@nau.edu), will send an award email confirmation to you, GSG, and your academic department travel specialist, whom you will work with on reimbursement of travel costs.

Additional funding:

Your academic department may also provide additional funding for travel to conferences. Please contact your academic unit directly to see if funds are available.

Dean's Graduate Research/Travel Grant Program Details:

- Awarded to degree-seeking graduate students only
- Awarded to students in good academic standing
- Awarded once per academic year (If you do not utilize your award, you can apply for another award)
- Applications are processed after the 15th of every month for those submitted during the previous month. Award letters will be emailed by the end of that month. (e.g. If you will be traveling on May 12th, you should submit an application before the 15th of April to receive your award letter by the end of April)

Eligible Costs:

Funding may be used to cover the following costs:

- Conference registration
- Airfare/mileage
- Lodging
- Meals
- Local transportation

Reimbursements:

We distribute awards on a reimbursement basis (e.g., after you have traveled and submitted acceptable receipts). You will need to work with your academic department travel specialist to receive your reimbursement. Please contact them prior to your travel to complete paperwork that might be necessary prior to your travel in order to receive your travel reimbursement. You will submit your receipts to your academic department travel representative for allowable expenses. Below are COE's travel representatives contact information:

Teaching and Learning:

Denise Ayers-Mondragon

Denise.Ayers-Mondragon@nau.edu

928-523-2641

Educational Psychology:

Hope DeMello

Hope.DeMello@nau.edu

928-523-7103

Educational Specialties:

Eiko Garcia

Eiko.Garcia@nau.edu

928-523-8420

Educational Leadership:

Denise Raper

Denise.Raper@nau.edu

928-523-0167

If you have any additional questions, please email COE-Dean@nau.edu.