Presenting research at professional conferences is an important component of graduate students’ academic careers. The knowledge and experience gained from attending and presenting at a professional conference contributes to the development of the entire student body. Graduate students in the Department of Nutrition at Metropolitan State University of Denver who attend to present at academic conferences can apply to receive financial support to cover registration, travel and other related expenses. Given funding limitations, completion of an application does not guarantee support, nor does it guarantee that funds for the entire amount requested will be provided.

**Applicants who are traveling to present at a conference must first apply for** [**University Student Travel Program funding**](https://www.msudenver.edu/multicultural-center/student-travel-and-professional-development-funding/student-travel-program/)**, prior to requesting travel funds from the MSND program.**

***Eligibility***

* Applicants must be in their second year of the MSND program and must be a registered student during the term in which the conference takes place.
* Students must be presenting (e.g. poster, oral, paper) at the conference for which funds are requested.
* Only one award will be considered during the academic year.
* All parts of the application must be completed in order to be considered for funding.

***Application Procedure***

* Applications must be approved and signed by a faculty advisor.
* Students must submit proof of application to the University Student Travel Program (if student is traveling to a conference).
* Students must detail any other funding that has been received for the purposes of conference attendance.
* A one-page abstract of the paper/poster to be presented and a brief statement on the relevance of the conference/meeting to your research must be attached to the application
* Proof of acceptance of the paper should be attached to the application. **\*\*If notification of acceptance has not been received before submission of the application, distribution of funds will be conditional upon presentation acceptance.\*\***
* Applications must be received to the gradnutrition@msudenver.edu email inbox 21 days prior to the start of the conference.

***Funded Applications***

* Must work with the Department of Nutrition for all travel purchases and/or reimbursements
* Are required to review and agree to the Department of Nutrition Student Travel Policy and provide requested travel details and information including emergency contacts
	+ Students can review the travel policy and complete the requested information [HERE](https://msudenver.qualtrics.com/jfe/form/SV_6DxMaFpnginQUya)

***Conference Funds Application***

|  |  |
| --- | --- |
| **MSU Denver 900#:** |  |
| **Email Address:** |  |
| **Last Name:** |  |
| **First Name:** |  |
| **Anticipated Graduation Term:** |  |
| **Name of Conference:** |  |
| **Conference Location:** |  |
| **Conference Dates:** |  |
| **Nature of Presentation:** | € Poster € Paper € Other (specify) |
| **Detail Expenses Related to Conference Participation:** |  |
| **Funds Already Received for Conference:** | € Yes (specify source and amount received) € No € Pending (specify) |
| **Total Funds Requested from MSND:** |  |
| **Student Signature:** |  |
| **Faculty Advisor:** |  |
| **Faculty Advisor Signature:** |  |
| **Proof of University Student Travel Program Application Attached (if student is traveling to conference):** | € Yes € No |
| **Presentation Abstract Attached:** | € Yes € No |
| **Presentation Acceptance Attached:** | € Yes € No |