



Alumni of the Master of Science in Nutrition program (MSN) in the Department of Nutrition at Metropolitan State University of Denver who attend a professional conference to present the research they conducted during their time in the MSN program 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. Alumni are encouraged to seek additional external funding opportunities to cover travel expenses. Examples of possible external funding opportunities include employer sponsored funds, professional organization funds (e.g. Colorado Academy of Nutrition and Dietetics), among others.

Funding is typically limited to \$500 per alumni.

Applicants who are traveling to present at a conference must first apply for the [Alumni Professional Development fund](#), prior to requesting travel funds from the MSN program.

Eligibility

- Applicants must have graduated within the last 2-years from the MSN program.
- Students must be presenting (e.g. poster, oral, paper) at the conference for which funds are requested.
- Conference presentation must be work completed during the MSN program.
- Conference must be food, nutrition or health related.
- Only one award will be considered during the 1-year post-graduation.
- All parts of the application must be completed in order to be considered for funding.

Application Procedure

- Applications must be approved and signed by an MSU Denver Nutrition Department faculty advisor.
- Alumna must submit proof of application to the Alumni Professional Development fund.
- Alumna 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 career goals must be attached to the application.
- Proof of acceptance of the presentation 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 at least 21 days prior to the start of the conference.

Funded Applications

- Are required to work with the faculty advisor for all aspects of presentation preparation.
- Must work with the Department of Nutrition for all travel reimbursements.
- Are required to review and agree to the Department of Nutrition Alumni Travel Policy and Form and provide requested travel details and information including emergency contacts, at least one week prior to travel.
 - Alumni can review the travel policy and complete the requested information [HERE](#).



Conference Funds Application

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| Date of Graduation: | |
| Current Email Address: | |
| Last Name: | |
| First Name: | |
| Name of Conference: | |
| Conference Location: | |
| Conference Dates: | |
| Nature of Presentation: | <input type="checkbox"/> Poster <input type="checkbox"/> Paper <input type="checkbox"/> Other (specify) |
| Detail Expenses Related to Conference Participation: | |
| Funds Already Received for Conference (from internal or external sources): | <input type="checkbox"/> Yes (specify all sources and amounts received) <input type="checkbox"/> No <input type="checkbox"/> Pending (specify all pending sources and amounts) |
| Total Funds Requested from MSN: | |
| Student Signature: | |
| Faculty Advisor: | |
| Faculty Advisor Signature: | |
| Proof of Alumni Professional Development Fund Application, Attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Presentation Abstract Attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Presentation Acceptance Attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No |