



Hartzman International Conference Travel Award for Graduate Students For Conference Presentations Held between January 1-June 30, 2019

Award Overview

With support from the Hartzman family and the School of Education Dean's Office, the SOE will provide support for graduate students to attend and present their own research/creative work leading to a degree at an international¹ conference. The conference must be held between January 1 and June 30, 2019. The application deadline is November 28, 2018 by 5:00 p.m. central time, and submissions should be made using the Google form listed below. The call for conferences held in July-December 2019 will be released in February 2019.

As this grant is for students across the School of Education, awards will be divided among students from the arts, education, and health disciplines. Priority will be given to students who are doctoral candidates, or the MFA equivalent, at the time of application, and presentations that will be given at conferences held every 3+ years.

Students may apply for funding before receiving acceptance of their presentation; however, students must show evidence of conference presentation acceptance before receiving funds.

Funding may be requested for travel expenses, conference fees, visa fees, accommodation and per diem expenses. Grants should be submitted with an accompanying budget that demonstrates careful planning for use of the grant funds, and should show any other funding sources for which students will apply. Typical travel awards are between \$1,500-\$2,000.

For students receiving financial aid, you are encouraged to meet with a Financial Aid Advisor regarding how this award may impact your financial aid.

All students who receive grants must follow the UW-Madison travel policies, including booking travel through Fox World travel, and accounting for all per diem requests as is specified in the country-specific guidelines provided by UW-Madison.

Applications Deadlines

This round of applications is for conference presentations held between January 1 and June 30, 2019. Awards for conferences through December 31, 2018 have already been awarded. Proposals for funding must be submitted by 5:00 p.m. central time on November 28, 2018 via the Google form listed below.

Application Requirements and Instructions

- 1) To apply for the grant, please submit the abstract of the presentation, a CV, a budget, and an explanation (no more than 750 words) of how and why attending this particular conference will contribute to your scholarly and professional trajectory. All submissions should be sent as one PDF document.
- 2) The student's primary advisor must also submit a one-paragraph statement of support, which explains the importance of this conference experience for the student's trajectory. Advisor's

¹ The conference must be held outside of the United States and/or on Tribal Land within the U.S.

statements should be submitted directly to global@education.wisc.edu. It is the responsibility of the applicant to ensure their advisor has submitted the paragraph of support.

- 3) To submit your application, please go to: <https://goo.gl/forms/MF8VDwQDg6lzmvrs1> and complete the Google form. You will be able to submit your PDF document at the end of a short questionnaire.

Please note, you should be logged in via your UW-Madison G Suite (formerly Google apps). To do this, sign out of any other gmail account, and go to <https://it.wisc.edu/services/google-apps/>. If you have questions, please reach out to Kate McCleary, Associate Director, via global@education.wisc.edu.

Award Requirements

Award recipients will be required to submit photos, a one page precis of the work presented (or a portfolio of the same), and a 2-page letter detailing your experience at the conference (e.g., how presenting internationally impacted your own thinking about and understanding of your work), and the outcomes of the conference as they relate to your scholarly/professional trajectory (e.g., new contacts or networks made, new kinds of feedback on your work, new members added to your committee, etc.). The artifacts from the conference should be submitted within four weeks of returning from the conference to Kate McCleary via global@education.wisc.edu. The information you submit will be shared with the Hartzman family and may be highlighted in School of Education web and print materials.