

Student Activities Fee Conference Fund

As an educational institution, CNU is committed to helping our students become leaders in their academic and professional endeavors. One way in which this support is demonstrated is through financial assistance for individual students to attend academic and professional conferences. Money from the Conference Fund is available on a limited, first-come, first-served basis so that students may enhance their educational experience by attending appropriate conferences, seminars, or meetings. Typically students may not receive support from this **fund more than one time per academic year** in the form of a reimbursement for their expenses. Verification of attendance at the conference is required.

Eligibility

Student must meet the following criteria:

- 1.) Enrollment as a full-time (12 credits or more undergraduate or 9 credits or more graduate), degree-seeking student.
- 2.) Student must be in academic and social good-standing with the university at the time of the request and attendance at the conference.
- 3.)

Levels of Funding:

- 1.) Invited Speaker (\$400 maximum award): Students who have been issued a written invitation by a conference to speak or present notable research in their field. A copy of the invitation must be included in the request.
- 2.) Accepted Presenters (\$300): Students who submitted papers or work that has been accepted for presentation at a conference. A copy of the acceptance letter must be included in the request. If you have submitted, but have not received notification by the deadline, please include a copy of your submission. Grant amount is provisional based on the proof of your acceptance.
- 3.) Representatives (\$200): Students who are representing a recognized CNU student organization at a national or regional conference. This includes students who hold national, regional or state offices for their organization. A letter from the president or advisor of the student organization supporting the student should accompany the application.
- 4.) Individual Interest (\$100): Students who are attending a conference because of personal interest related to the student's field of study. Students who are attending a conference because of personal interest related to the student's field of study and not attending in any capacity on behalf of CNU or any of its recognized departments or student organizations.

The following guidelines will apply to each request:

- 1.) A maximum of four students may receive funds to attend the same conference. If more than four students submit requests for the same conference, the committee will consider the first four submitted by date received with completed applications. If any of those students are ineligible, the next request (based on date received) will be considered.
- 2.) Funding may be used for academic and professional development only. Funds cannot be used for students' job search/placement processes.
- 3.) Conference funds may not be used for attendance at non-academic competitive events.
- 4.) Students may not receive funds to attend a conference they have previously been funded for through this grant process. Exceptions may be granted if the student is an accepted presenter or speaker at subsequent conferences.
- 5.) Students are required to submit a completed conference experience form before receiving any reimbursements.
- 6.) Funding may only be applied to transportation, lodging, and registration fees for the conference. Expenses must meet state travel guidelines and all paperwork must be completed correctly and in a timely manner. Requests for reimbursement must be received during current academic year in order to be processed.

With a limited amount of funds, students are encouraged to apply for support once they have made the decision to attend the conference. Requests for support that occur after the posted deadlines will not be granted.

Individuals who seek financial support for conference attendance through the Conference Fund are required to provide information detailing the anticipated expenses for the event. Additionally, applicants must include a thorough list of funding sources, to include any money received from scholarships or departmental grants, with their itemized expense listing. When granted, conference funding will be provided on a reimbursement basis only.

Deadlines:

1st Quarter: For conferences occurring between September 15th and November 30th, the deadline for applying for funds is **September 1st***

2nd Quarter: For conferences occurring between December 1st and February 28th/29th, the deadline for applying for funds is **November 1st***

3rd Quarter: For conferences occurring between March 1st and May 31st, the deadline for applying for funds is **February 1st***

4th Quarter: For conferences occurring between June 1st and September 14th, the deadline for applying for funds is **April 19th***

* If the due date falls on a weekend or a holiday, the deadline is the following business day.

All University travel policies apply.

Post Conference Form

Return to the Student Affairs Business Manager with your reimbursement request. No reimbursements will be processed until form is completed.

Name:

Date of conference:

Location of conference:

Name of conference:

Please list and briefly describe the sessions you attended:

Was this conference beneficial to you? If so, how? If not, please indicate why it was not beneficial.

How will you use this new information (in your organization, studies or personal development)?

Would you recommend this conference to other students? If not, please explain.

Please rate your experience with the conference fund process (1= strongly disagree, 5 = Strongly agree)

Information on applying for the fund was easily accessible?	1	2	3	4	5
Information was easy to understand	1	2	3	4	5
Request form was easy to understand	1	2	3	4	5
Staff assistance was available and helpful (information, request form, reimbursements)	1	2	3	4	5
Reimbursement process was efficient	1	2	3	4	5

Additional comments: