



School of Education

Conference Presentation Stipend Guidelines

All currently enrolled Masters and Doctoral School of Education students are eligible to apply for the Conference Presentation Stipend to assist in conference expenses. (Special status students are not eligible to apply.) Applications will be reviewed by the applicant's department chair and faculty members.

ELIGIBILITY

Applicants must have been officially accepted to present (e.g., individual presentation, panel presentation, poster presentation) at a professional - national or international – conference related to their field(s) of study.

CONDITIONS

The Conference Presentation Stipend:

- can only be used to cover conference-related costs such as travel/transportation, registration, accommodations and/or printing/duplicating costs;
 - is granted as reimbursement after all receipts of covered expenses have been submitted (**original** receipts must be submitted to the Dean's Office immediately after the conference);
 - can fund a student for only **one** conference per term, determined as per the date of the conference (Term 1: January-July / Term 2: August-December).
 - cannot exceed \$200 per term.
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APPLICATION PROCEDURES

- Applicants must complete an SOE Conference Presentation Stipend Application Form, available from the Dean's Office and Department Program Assistants.
 - Applicants should apply as soon as they have received their conference acceptance letter.
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SUBMITTING APPLICATION

Applications should be submitted to:

[Student's Department Chairperson]
USF School of Education
2130 Fulton Street
San Francisco, CA 94117-1071

For more information, please contact your Department Program Assistant.