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. Students 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 $750 for 1 student, $1500 for a group of 2 students, and $2000 for a group of 3 or more students. For students presenting in a group, only one application is required for funding.

**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 MSN program.**

***Eligibility***

* Applicants must be enrolled in the MSN program (for at least 3 credits) and must be a registered student during the term in which the conference takes place.
* Students must have an active role (e.g. poster, oral, paper presentations) 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 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](mailto:gradnutrition@msudenver.edu) email inbox 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 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:** |  |
| **Other Group Member(s) Names and Graduation Terms:** |  |
| **Name of Conference:** |  |
| **Conference Location:** |  |
| **Conference Dates:** |  |
| **Nature of Presentation:** | € Poster € Paper € Oral € Other (specify) |
| **Detail Expenses Related to Conference Participation:** |  |
| **Funds Already Received for Conference (from internal or external sources):** | € Yes (specify all sources and amount received) € No  € Pending (specify all pending sources and amounts) |
| **Total Funds Requested from MSN:** |  |
| **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 |