GRADUATE PROFESSIONAL PRESENTATION AWARD APPLICATION
BYU COLLEGE OF HUMANITES

This award supports currently enrolled graduate students* in the College of Humanities who are representing BYU while presenting research at a professional conference. Students who receive funding from their department, which may vary in amount, can receive a matching award from the College. Students may receive multiple awards, but awards from the college are capped at $500 **per academic year**.

**Exceptions may be considered for recent graduates who present shortly after graduation, provided they are still representing BYU and the presentation occurs within the same academic year as their graduation.*

Student Checklist

Before Traveling – Complete Award Application

- ☐ Print and clearly fill out the Graduate Professional Presentation application that follows.
- ☐ Attach a copy of your acceptance letter to the conference (to the back) as proof of acceptance.
- ☐ Turn in all application materials to your department's graduate program manager or department office manager.
    - English – Juli Todd 4138 JFSB
    - Comparative Arts & Letters – Lisa Johnson 3008 JFSB
    - Linguistics – Sherri Hadfield 4064 JFSB
    - Spanish & Portuguese – Merrie Kay Ames 3190 JFSB
    - Center for Language Studies – Molly McCall 3086 JFSB
- ☐ Wait for a notification from the College of Humanities (humanities@byu.edu)

After Traveling – If Awarded Funds, Request Award

- ☐ Notify the College of Humanities Office **before the end of the semester** by emailing humanities@byu.edu. Inform them that your travel has taken place and that you successfully completed your professional presentation.
    - Your award will then be processed as a scholarship and added to your student account.
    - If there are no outstanding balances on your student account, the funds will be automatically deposited into the bank account listed for your Direct Deposit.
    - Please ensure your bank account information is correct. You can update your Direct Deposit details at My Financial Center: https://mfc.byu.edu
- For any questions, please call the College of Humanities Office at 801-422-2775 or email them at humanities@byu.edu or stop by at 4002 JFSB

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Complete Before Travel – Student

Name: _____ BYU ID#_____

Email: _____Telephone: _____US Citizen? Y or N

Department _____

Program: _____ Estimated Graduation Date: _____

Faculty Mentor: _____

1: Title/Description of your Presentation:

2. Name of conference:

3. Conference location:

4. Departure Date: Return Date:

5. Will you be presenting at the conference? Y or N

6. Are you presenting your own work, group work, or a joint project with a faculty member? Please explain.

7. Have you attended other conferences this academic year? Y or N

   a. If yes, did you receive an award from the College of Humanities and how much?

8. Have you confirmed that your Direct Deposit account is up to date? Y or N

9. Will you be driving to or from your conference? Y or N

   a. If yes, will you be driving your personal vehicle? Y or N

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Please fill in the **estimated expenses** for this conference.

Registration Fee	Transportation (airfare or mileage)	Lodging	Meals	Other (specify)	TOTAL
					0

Note: The amount funded by departments will vary, as each department may fund differently. The College will match the department amount up to $500. For example, if the department approves $550, the College will approve $500, and the total amount a student would be awarded is $1,050. Additionally, the maximum amount the College will match per student each academic year is $500.

I hereby certify that the information provided is true and accurate to the best of my knowledge:

_____ _____

Signature of Graduate Student Date

Complete Before Travel – For Department Use Only

This graduate student has been approved by the Department of _____

for a graduate presentation award up to a maximum of $_____.

_____ _____

Signature of Graduate Coordinator Date

Complete Before Travel – For College Use Only

This graduate student has been approved by the College of Humanities and qualifies for the matching

amount of up to $_____.

The total amount of the presentation award approved is $_____.

_____ _____

Signature of Dean Date