

Ed.D. Student Development Fund Application

College of Education and Professional Development

The COEPD maintains a Student Development Fund administered through the Office of the Dean. Each student is eligible to receive funding for two separate portfolio development activities.

Funding up to a maximum of $500 for each activity is available to support doctoral student conference papers/presentations when papers/presentations are joint endeavors with doctoral faculty and approved by the student’s committee chair.

All requests must be reviewed and approved by the doctoral student’s committee chair, the Program Director and Doctoral Program Coordinator prior to being submitted to the Dean. Proposals should be submitted at least eight weeks in advance of the anticipated development activity, project or event.

Attach the notification of presentation/paper acceptance to this form. Approval of funding will be sent from the Dean’s office. Original receipts for claimed expenses are to be submitted to the Deans office for reimbursement. If you have questions, please contact the Office of the Dean (ext. 61992).

1. **Applicant Information:**

|  |  |
| --- | --- |
| Student Name |  |
| Program Area |  |
| Chair/Advisor |  |
| Telephone |  |
| MU email |  |
| Conference Title |  |
| State, Regional, National, or International Conference |  |
| Location (City and State) |  |
| Dates of Event |  |

**Definition of Project/Activity**

1. **Briefly describe the type of development activity to be undertaken.**
2. **Explain how this activity fits into your portfolio/qualifying assessment plan**.

**3. Funding Request**

Please provide accurate and detailed cost information in this document. Provide a breakdown for each category, where applicable. **(Provide copies of acceptance letters, conference/workshop agendas and fee requirements)**

|  |  |
| --- | --- |
| Registration fees, workshop costs, tuition cost, etc. |  |
| Travel Costs (airfare) |  |
| Associated travel costs (tolls, parking, etc.) |  |
| Lodging Costs (hotels, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days @ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Meals  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days @ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other Costs (Specify) |  |
| **Total Expenses** |  |
| If you are receiving funding from other sources for this activity/project please specify source and amount.  **Source:**  **Amount:** |  |
| **Total Funding Requested** |  |

Student Date

Committee Chair Date

Doctoral Program Coordinator Date

|  |  |
| --- | --- |
| [ ] Recommended for Funding  [ ] Not Recommended for Funding  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| [ ] Recommended for Funding  [ ] Not Recommended for Funding  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  COEPD Dean | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

Comments:

Updated: 7/13