



COESA

STUDENT CONFERENCE GRANT APPLICATION 2022-2023

OFFICE USE ONLY:

Date processed by COESA Treasurer: _____

☐ Approved

☐ Rejected

Contacted student date: _____

Amount awarded: _____ Initials: _____

☐ GSA

☐ Reimbursement

☐ Scholarship

REQUESTER INFORMATION:

Name: _____

DU ID Number: _____

Telephone: _____

E-mail: _____

Mailing address (will be used if you do not have direct deposit):

SIGNATURE:

I acknowledge that I have read and agree to the terms of COESA's budget policy, and I hereby acknowledge that submitting this form is in no way guarantee of funding for the partial or full amount requested. I certify that my answers on this form are true and correct. If I presented at or attended a conference, if I am requesting funding for a student event, or if I am selected to receive a Dissertation/DRP/DIP Research Scholarship, I hereby allow COESA to use the information and any pictures included in this grant application for promotional purposes.

Student signature: _____

SECTION I: PRIOR COESA FUNDING RECEIVED

Did you receive COESA Student Conference Grants in the **2021-2022** year?

☐ Yes

☐ No

If yes, how much in total? _____

At the time of submitting this COESA Student Conference Grant Application, have you already submitted a COESA Dissertation/DRP/DIP Research Scholarship Application for the **2022-2023** academic year?

☐ Yes

☐ No

If yes, how much was requested? _____

SECTION II: CONFERENCE ATTENDANCE AND EXPENSES

Conference name: _____

Conference dates: _____ Conference site: _____

How did you attend/participate in this conference? ☐ In person ☐ Virtually

Did you present at this conference? ☐ Yes ☐ No

If **yes**, please attach the following:

1. A letter of acceptance or program listing
2. A personal statement describing your study, listing any additional presenters and their affiliations with the University of Denver/MCE, and an explanation of how this opportunity developed you as a scholar/practitioner or promoted your academic/professional development.
3. Application forms will not be considered without these additional items.

If **no**, please attach the following:

1. Proof of conference attendance (e.g., name badge, registration, photo of you at the conference)
2. A personal statement describing how this opportunity developed you as a scholar/practitioner or promoted your academic/professional development.
3. Application forms will not be considered without these additional items.

Itemized list of Expenses:

Please refer to the 2022-2023 COESA Budget Policies for what can and cannot be reimbursed, as well as the limits on the reimbursement funds available for different types of conference attendance. **When you submit this form to COESA.Treasurer@du.edu, please remember that you must attach PDFs or scans of your receipts for all itemized expenses listed below.**

Description	Amount
TOTAL AMOUNT REQUESTED	

For COESA use only:**Decision:** ☐ Approved ☐ Rejected**Total amount awarded:** _____

If rejected, explanation: _____

Additional comments:

COESA Signature #1:

Name: _____

Office: _____

Signature: _____

Date: _____

COESA Signature #2:

Name: _____

Office: _____

Signature: _____

Date: _____