**Application Form**

**UMD English MA Small Grant in Aid of Conference Travel**

Please submit three copies of the completed application with supporting materials to the Director of Graduate Studies: Dr. Krista Sue-Lo Twu

**Contact Information**:

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |

**Academic Information**:

|  |  |
| --- | --- |
| Number of Credits Completed |  |
| Number of Outstanding Incomplete Credits |  |

**Conference Information**:

|  |  |
| --- | --- |
| Paper Title |  |
| Conference Title/Organization |  |
| Panel Title |  |
| Conference Dates |  |
| Conference Location |  |

**Budget**: Please include the following budgetary information

|  |  |
| --- | --- |
| Conference Fees | $ |
| Transport (airfare, train fare or mileage)For mileage:miles driven roundtrip x $0.55/mile | $ |
| Lodging & MealsCalculate according to the Federal Per Diem rate for the conference location—available atwww.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\_BASIC&contentId=17943* Number of days x Federal Per Diem = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If lodging is included in conference, please calculate M&IE rate for meals
 | $ |
| **Total** | $ |

**Supporting Materials**: Please submit the following in support of your application

1. Correspondence showing acceptance of the paper for presentation (letter of acceptance or email correspondence)
2. Abstract of the paper
3. Unofficial transcript