



## GUIDELINES

Women's Center | Office for Equity and Diversity

1. The applicant must be a University of Minnesota -Twin Cities undergraduate or graduate student in good standing with his/her college. Indicate whether you are a graduate or undergraduate student – the Women's Center would like to distribute its awards among both student types.
2. Preferred cumulative GPA of 3.00 (extenuating circumstances regarding lower GPA will be considered in review of all aspects of the application). **Attach student-issued copy of your transcript.**
3. Funds will be awarded to individual students, not organizations.
4. Priority will be given to students attending national conferences, their first conference, and/or presenting at a conference; conference presentation is preferred for graduate student applicants. (Documentation of conference presentation should be attached to the grant application for graduate students).
5. The award will be used to reimburse recipients for transportation, conference registration, hotel and meal expenses. Students must attach printed information about the conference, including proof of registration.
6. Awards range from \$100 to a maximum of \$300.
7. The application must be submitted before the conference, (preferably at least one month prior to the conference date). No retroactive awards will be considered.
8. Students are eligible for **only** one grant as an undergraduate and/or one grant as a graduate student.
9. The decision to award funding will be made by the Women's Center staff. Merit, clarity, detail, and thoroughness are important criteria in the grant review process.
10. Receipts must be submitted for reimbursement. Reimbursements can be requested as soon as a receipts are available, but **no later than 30 days after the event for which the grant was received.**
11. All recipients of a travel award must submit a brief (maximum, one-page) written report to the Women's Center. This report will include information about the conference, the student's role at the conference, information learned at the conference, and how this information will be used in work here at the University of Minnesota. The deadline for submitting this report is 30 days after the conference date.
12. Graduate students are encouraged to make a brief presentation about the conference in an informal campus setting such as in their department, for a student organization or other campus venues.

SUBMIT TO  
Women's Center  
126 Klaeber Court, 320 16th Ave SE  
Delivery Code 3013  
Mpls. MN 55455  
Fax: 612.624.9028  
Email: [women@umn.edu](mailto:women@umn.edu)

QUESTIONS  
612.625.9837  
612.625.2385  
[women@umn.edu](mailto:women@umn.edu)  
[www.umn.edu/women](http://www.umn.edu/women)

The Women's Center in the Office of the Vice President and Vice Provost for Equity and Diversity make this award possible. Form and application materials are available in alternative formats upon request, please contact the Women's Center. The University of Minnesota is an equal opportunity educator and employer.



**APPLICATION** Women's Center | Office for Equity and Diversity

Last First MI

Current Home Address

Current Phone Email Graduate/Undergraduate

Name of conference you would like to attend

Location and dates of conference

Amount of funding requested

Are you an employee of the University of Minnesota (e.g., student worker, graduate assistant, etc.)?  yes  no

**REQUIREMENTS FOR SUBMITTING A COMPLETE APPLICATION**

On a separate page, briefly describe the conference, how you would participate, how the conference would benefit you and your work at the University of Minnesota, and how the grant would be used.

Please attach conference program information and proof of registration, as well as a student-issued University transcript, and information about other sources of funding for which you have applied.

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OFFICE USE ONLY
Date received
Aproved Denied
Staff initials

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