

University of Illinois
College of Education
Bureau of Educational Research Endowment
Hardie Conference Travel Support Award for Students and Faculty
2011-2012

The Bureau of Educational Research is pleased to announce the 2011-2012 **Hardie Conference Travel Support Award** from the Charles Dunn Hardie Trust, a gift received by the college in 2004-2005.

The generous support of an endowment from Charles Dunn Hardie has allowed the College of Education to offer the Hardie Conference Travel Support Award to faculty and students. The amount of funding will vary based on number of applications received. Awards will not exceed \$1,000. The award supports College of Education research activity by reimbursing travel and registration expenses for faculty and students presenting their work at major research conferences in their field.

Eligibility

Applicants must be graduate students or faculty in the College of Education. They must be participating at a major research conference by presenting a paper, poster, panel presentation or other scholarly work. Students must also be registered as either part-time or full-time students. Applications must be submitted prior to conference attendance by the appropriate deadline date. No retrospective awards will be considered. Preference will be given to first time awardees.

Priority

Priority will be given to applicants attending major research conferences including:

- American Educational Research Association (AERA)
- National Association for Research in Science Teaching (NARST)
- International Group for the Psychology of Mathematics Education (PME)
- University Council for Educational Administration (UCEA)
- Association for the Study of Higher Education (ASHE)
- American Educational Studies Association (AESA)
- American Psychological Association (APA)
- Philosophy of Education Society (PES)
- Society for Research in Child Development (SRCD)
- American Evaluation Association (AEA)
- Academy of Human Resource Development (AHRD)
- International Council on Young Children with Special Needs and their Families
- Council of Exceptional Children (CEC)
- National Association for the Education of Young Children (NAEYC)
- National Reading Conference (NRC)
- Association for Institutional Research (AIR)
- TASH Equity, Opportunity and Inclusion for People with Disabilities since 1975 (TASH)
- Teacher Education Division, Council of Exceptional Children (TED)
- The International Conference on Learning
- International Reading Association (IRA)

- Psychometric Society
- National Council on Measurement in Education (NCME)

If you do not see a major conference for your discipline, please notify the committee and specify in your statement how attending this conference will be beneficial to your research.

Deadlines

Applications are due by 5:00pm on the deadline date to the Department Head of your academic unit. **The Deadline Dates for FY12 are listed below. Each deadline corresponds with a conference start date.** If you have submitted work to a conference but not yet received acceptance you are encouraged to apply by the appropriate deadline. Letter of acceptance for conference participation is not required for the application, but it is required when submitting receipts for reimbursement.

Deadline Date

November 22, 2011*

February 14, 2012

May 2012 (Date TBD)

Conference Start Dates

October 1, 2011 – January 31, 2012

February 1, 2012 – May 31, 2012

June 1, 2012 - September 30, 2012

Applications submitted after the deadline date will be considered for the following cycle and should be for the corresponding conference dates. For example, applications submitted **on or after** 11/23/2011 will be considered with January applications, anticipated to be due in January 2012, with conference presentations between February 1 and May 31, 2012.

***For the November 22 deadline date only:** In view of the announcement date of this deadline, conferences beginning on or after October 1, 2011 are eligible for funding if applications are received by the 11/22/2011 deadline. Please note that there is no guarantee of funding and your application will be given the same consideration as other funding requests received under the November 22, 2011 deadline for the October through January time period. If you attend a conference in advance of an award decision, and are not awarded, you will be responsible for all of the conference costs.

Application Information

1. Students and faculty must submit a completed application and a completed College of Education, Notification of Travel form for full consideration.
2. Log into the College of Education intranet, <http://education.illinois.edu/intranet>, and select "Award Applications – Hardie".
3. Select "Add an Application." *If logging back in to complete a saved application, the incomplete application will be listed with options to edit, view or delete.*
4. Follow the onscreen instructions for completing your application.
5. The application includes a proposed budget (flight and or auto transportation, lodging, meals, and registration fees), previous conference experience (students only) and written statement of funding need and benefit. Budget preparation help can be obtained by meeting with unit business contacts and/or College business office.
6. Please use APA style citation formatting for entering the title of the presentation.
7. Application and Notification of Travel form need to be submitted to the Department Head of your academic unit by 5pm of the deadline date. The application is submitted electronically and does not need to be printed. The Notification of Travel form **MUST** be printed and submitted manually to your department.

Award Information

1. Awardees will need to provide; (1) letter of acceptance confirming their participation in the conference and (2) completed Travel Reimbursement form when submitting their receipts. Receipts, and Travel Reimbursement form will need to be submitted to the Bureau of Educational Research, Room 38 Education Building.
2. Proper protocol regarding prior approval for travel is still required.
3. Lodging, Meals and Car Rental reimbursed according to current University rates and policies, <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914789>.
4. Funds cover the actual receipts for travel reimbursement, up to the \$1,000 maximum amount. If total of trip receipts is \$850 then awardees will be reimbursed for \$850, not \$1,000.

Please submit application with Notification of Travel form to the Department Head for your academic unit.

FAQ's: Frequently Asked Questions

What if the conference is not on the list?

If you do not see a conference on the list you can still apply for funding. Specify in your statement how attending this conference will be beneficial to your research and professional development.

Can I submit a group application for a co-authored presentation?

No, only individual applications will be considered.

Can only Ph.D. students apply?

No, all graduate students and faculty in the college of Education are eligible to apply if they are presenting at a major conference in their field.

Can I receive the award before the conference?

No, award recipients will not be provided with a cash advance. Award recipients can submit receipts up to \$1,000 after the conference. Recipients must include a letter confirming their participation and Travel Reimbursement form with their receipts. Reimbursable expenses include air travel, ground transportation, conference registration fees, hotel lodging, and meals according to University guidelines.

http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=meals_perdiem

If I am a part-time student, can I apply for the award?

Yes, all enrolled students regardless of the number of credits they are enrolled in are eligible to apply if they are presenting at a major conference in their field.

I was accepted to participate in a poster presentation can I apply for the award?

Yes. All faculty and students who submit their work and are accepted to present in one of the following are eligible to apply: poster presentation, oral presentation, and/or panel. Students and faculty who are participating in conferences as volunteers, discussants, and/or moderators are not eligible to apply as those roles did not require submission of work product.

Will priority be given to faculty?

No, priority will not be given to either faculty or students. All applications will be reviewed according to same criteria.

What if I am not attending a major conference in my discipline?

Applicants who are not attending a major conference in their respective fields, must provide evidence for needing support to attend an out of field conference.

How many words is the written statement?

The statement should be a maximum of 250 words.

What criteria are going to be used for selecting recipients?

Applications are going to be reviewed for the need and expected benefit from participating in the conference, the impact level of conference, and nature of participation opportunity.

What if I submit an application after the suggested appropriate deadline date?

Do not delay submitting your application, if you anticipate presenting at a conference you should apply by the appropriate deadline to receive full consideration.

Do I need to receive the Hardie Conference Travel award notice before booking my travel?

No, the award is a reimbursement for travel expenses and would not provide you with funds in advance of your travel.

When do I need to submit my receipts?

Submit your receipts, letter of conference submission acceptance, and completed Travel Reimbursement within 60 days of your completed travel date.

Will I receive a reimbursement check?

Reimbursement funds are processed through the university accounting system and applied to student and faculty accounts. You will not receive a check but a credit to your account.

Do I need to include my letter of conference submission acceptance with my application?

No, we realize that in meeting our deadlines you may not have received the official notice from the conference organizers. If you have submitted to a conference but not yet received acceptance you are encouraged to apply by the appropriate deadline. The letter of acceptance will need to be included when submitting your receipts for reimbursement.

How will I be notified of the award decision?

Faculty and students will receive a letter through campus mail in their College of Education mailboxes. Department heads will also receive notice of award decisions. A general email announcing that decisions have been made and that faculty and students should check their mailboxes may also be sent.