

## OHS Graduate Student Conference Awards 2024-2025

Conference presentation awards assist graduate students with travel costs and conference registration fees for conferences at which they will present papers or posters. **Awards will be distributed based on department funding availability.**

### Maximum Award Amount

- \$500 for domestic travel costs and conference registration fee
- \$300 for virtual conference registration fee

### Eligibility

The student must:

- be confirmed as a presenter
- be presenting work developed in the UW OHS graduate program (not a prior institution)
- be currently enrolled and in good academic standing at the time of the conference (or enrolled in the spring and registered for autumn if conference is in the summer)
- not have received a conference presentation award in the prior fiscal year (**July 1–June 30**). Only one application per conference event is permitted, though students may apply multiple times for the award during their OHS graduate studies.

### Application Process

**Applications will be reviewed on a rolling basis.** Completed applications will be reviewed within ~two weeks of submission. The applicant is responsible for ensuring all components of the application are received by the graduate advisor and they have reviewed *OHS Travel Tips* in [Graduate Student Resources/Funding](#). If awarded, the student may be reimbursed for expenses paid out of pocket prior to the conference, with any remainder distributed upon their return.

**Please fill out the Conference Award Application at least one month prior to the conference date when you plan to present. Please plan to upload this documentation with your application:**

- Conference name and date
- Conference presenter registration fee (if applicable)
- Written confirmation of presenting
- Presentation/poster title and abstract

### Award Distribution

Recipients will be alerted to receiving the award via email prior to the conference.

Recipients email a reimbursement request to the department Graduate Program Advisor within one month after the conference including:

- *If requesting reimbursement for travel costs:* Completed OHS Department Travel Reimbursement Request in [Graduate Student Resources/Funding](#) and related documentation.
- *If requesting reimbursement ONLY for conference registration fee:* OHS Non-Travel Reimbursement Request in [Graduate Student Resources/Funding](#) and related documentation.

Please contact the OHS Graduate Program Advisor with questions including required budget Worktags.