



Global Engagement Office
SCHOOL OF EDUCATION
UNIVERSITY OF WISCONSIN-MADISON

Hartzman International Conference Travel Award for Graduate Students
for conference presentations held January 1 – June 30, 2020

Application deadline: Wednesday, October 23, 2019

AWARD OVERVIEW

With support from the Hartzman family and the Dean's office, the School of Education will provide funding for graduate students to attend and present **their own research/creative work leading to a degree at an international¹ conference**. The conference must be held between January 1 and June 30, 2020. The application deadline is Wednesday, October 23, 2019 by 5:00 p.m. central time, and submissions should be made [using the link listed below](#).

As this grant is for students across the School of Education, awards will be divided among students from the arts, education, and health disciplines. Priority will be given to students who are doctoral candidates, or the MFA equivalent, at the time of application, and for presentations that will be given at conferences held every 3+ years. Students may apply for funding before receiving acceptance of their presentation; however, students must show evidence of conference presentation acceptance before receiving funds.

Funding may be requested for travel expenses, conference fees, visa fees, accommodation, and per diem expenses. Applications should include an accompanying budget that demonstrates careful planning for use of the grant funds, and **should show any other funding sources for which students will apply or have already received**. Typical travel awards are between \$1,500-\$2,500.

Please note:

- Award and disbursement of these funds may impact financial aid calculations. If this is a concern for you, please contact the Office of Financial Aid or meet with a Financial Aid Advisor about the potential implications of receiving these funds.
- Preference will be given to applicants who have not previously received funding through this award.
- Students who desire to travel to locations under a current U.S. Department of State (DoS) Level 3 or Level 4 advisory designation, those specifically designated as a "travel warning" location by the Provost, or that is under a Centers for Disease Control and Prevention (CDC) Warning Level 3 notice, should read the UW-Madison International Policy in its entirety. With questions and for more information about possibly requesting

¹ The conference must be held outside of the United States and/or on Tribal Land within the U.S.

a waiver to the policy, please consult with International Safety and Security Director (ISSD), [Ron Machoian](#). More information is available at:
<https://internationaltravel.wisc.edu/policy-procedure/travel-policies/>

APPLICATION INSTRUCTIONS

- 1) To apply, please visit: go.wisc.edu/1pexx2 and complete the Google form. You will be able to submit your PDF document at the end of a short questionnaire.
- 2) Applicants must submit a presentation abstract, a CV, a budget, and an explanation (no more than 750 words) of how and why attending the particular conference will contribute to one's scholarly and professional trajectory.
- 3) The student's primary advisor must also submit a one-paragraph statement of support, explaining the importance of this conference experience for the student's trajectory. Advisors' statements should be submitted directly to global@education.wisc.edu. It is the responsibility of the applicant to ensure their advisor has submitted the paragraph of support.

Please note, to access this form, you must be logged into your UW-Madison G Suite account. To do this, sign out of any other gmail accounts, and go to <https://it.wisc.edu/services/google-apps/>. If you have questions, please reach out to the Global Engagement Office staff via global@education.wisc.edu.

AWARD REQUIREMENTS

- 1) Award recipients will be asked to submit 2-3 photos, a one page precis of the work presented (or a portfolio of the same), and a two-page letter detailing your experience at the conference (e.g., how presenting internationally impacted your own thinking about and understanding of your work), and the outcomes of the conference as they relate to your scholarly/professional trajectory (e.g., new contacts or networks made, new kinds of feedback on your work, new members added to your committee, etc.). These items should be submitted within four weeks of returning from the conference to global@education.wisc.edu. The information you submit will be shared with the Hartzman family and may be highlighted in School of Education web and print materials.
- 2) The funds will be awarded to students as a scholarship award. Award recipients are required to purchase UW-Madison international health insurance offered by Cultural Insurance Services International (CISI). **The cost of insurance should be included as a line-item in the budget.** Information on enrolling in the program can be found on the UW-Madison Risk Management site at: go.wisc.edu/120t0k
- 3) All students who receive grants must follow the UW-Madison travel policies, including booking travel through Fox World travel, and accounting for all per diem requests as is specified in the country-specific guidelines provided by UW-Madison. For more instructions on booking through Fox World Travel, please see the instructions below.

Individuals are encouraged to contact the Global Engagement Office staff with questions:

- Kate McCleary (mccleary2@wisc.edu), Associate Director
- Zach Nelson-Houstin (zach.nelson@wisc.edu), Global Engagement Coordinator

BOOKING TRAVEL THROUGH FOX WORLD TRAVEL

Graduate Students are able to book with Fox World Travel, the UW-System contracted travel agency, by phone. The booking agent will assist you in securing your flight, and taking your payment information.

Step 1: Review available flights and prices through a travel booking website or airline website. Record the flight number and information for your preferred flights to share with a Fox World Travel agent.

Step 2: Contact a Fox World Travel UW Agent using the number below. This agent will assist you in purchasing your flight. As the research/residency award is distributed to your student account, you will need a credit card to purchase the flight. If this is a problem for you, please contact the Global Engagement Office (global@education.wisc.edu).

Step 3: After booking your ticket, Fox World Travel will send a confirmation email. Read through the confirmation details and make sure that the travel arrangements are accurate.

Step 4: Contact Fox World Travel during your trip if you have any problems or issues with your flight. <https://uw.foxworldtravel.com/>

Fox World Travel Online Support:

Online Support Desk: +1-866-230-8787 (option 3)

Online Team Email: UWOnline@gofox.com

Fox World Travel UW Agent Team

Business Travel Center (7:00 a.m. – 7:30 p.m.)

Local Phone: +1-920-230-6467

Toll-Free: +1-866-230-8787

Agent Team Email: UWAgents@gofox.com