



TEXAS TECH UNIVERSITY
College of Human Sciences

Human Development & Family Sciences™

HDFS Graduate Student Conference and Training/Workshop Request Form

Form must be submitted at least 30 days prior to Department Coordinator and Graduate Program Director to be considered for funding. Only e-mailed applications will be accepted

Name: _____ R#: _____ Date: _____ Classification (MS or PhD): _____

Will class be affected during this time? ☐ Yes ☐ No

If yes, what arrangements have been made? _____

Is this related to your thesis? Yes ☐ No ☐ Are you the presenting author? Yes ☐ No ☐

Related to your 7000 project? Yes ☐ No ☐ Related to your dissertation? Yes ☐ No ☐

Is this request to attend an additional conference for this academic year (PhD students only)? Yes ☐ No ☐

Is this request to attend a training/workshop for this academic year (PhD students only)? Yes ☐ No ☐

Has your advisor been made aware of this request and approved? (advisor approval needed if attending conference in which student isn't presenting and must attach advisor approval)

Yes ☐ No ☐ Advisor name: _____ Date approved: _____

Full name of conference: _____ (conference name spelled out)

Conference and/or Training website: _____ (attach website link here)

Name of Authors: _____

Purpose and benefit of conference/training/workshop (clear explanation and how trip benefits TTU is required): _____

Conference Registration Fee (use p-card): \$ _____

Student Membership (can be purchased only when early registration is bought, use p-card) \$ _____

Total Expenses: \$ _____

Department Approval Signature _____

Date _____