**CFE Presentation Grants - Application Form**

**Instructions:** Complete each question and then email this form and other relevant attachments to **cfe\_ppg@unc.edu.**

1. Your name:

2. Your academic department:

3. Your email address:

4. What is the name, date, and location of the conference at which you will be presenting?

5. Are you co-presenting with someone from the University who is also applying for a CFE Presentation Grant? If so, what is their name(s)?

6. What is the format you will be using for your presentation (e.g. 45-minute panel, roundtable, demonstration, poster)?

7. Please provide an abstract or presentation proposal describing the instructional question and findings that are the focus of your presentation.

8. Please attach a copy of the conference email confirming acceptance of your presentation proposal.

9. Is any aspect of your presentation being funding by another party? If so, please identify the other funding sources.

10. List the estimated costs of major items for which you are requesting funds, up to $1,500 (e.g. airfare, hotel, registration, poster production). You are welcome to reformat the table (add lines, resize columns, etc.) as necessary.

|  |  |  |
| --- | --- | --- |
| **Item** | **Estimated cost** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

11. Please provide the name and email address of the accounting contact for your department.