



**Global Engagement Office**  
SCHOOL OF EDUCATION  
UNIVERSITY OF WISCONSIN-MADISON

**Hartzman International Conference Award for Graduate Students**  
for virtual and in-person conference presentations held July 1 – December 31, 2022

**Application deadline: Monday, March 28, 2022 (last Monday of March)**

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**AWARD OVERVIEW**

With support from the Hartzman family and the Dean's office, the School of Education will provide funding for graduate students to present **their own research/creative work leading to a degree at a virtual or in-person international<sup>1</sup> conference**. The conference must be held between July 1 and December 31, 2022. The application deadline is the last Monday of March by 5:00 p.m. Central Standard Time, and submissions should be made using the link below.

As this grant is for students across the School of Education, awards will be available to 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 2+ years. **Students may apply for funding before receiving acceptance of their presentation**; however, students must show evidence of conference presentation acceptance before receiving funds.

Please note, applications for conferences held January 1-June 30, 2023, will be due on the last Monday of November 2022. Funds are allocated for both the fall and spring calls.

**Virtual Conference Awards:** Funding may be requested for conference fees; including special interest group fees. Virtual conference awards do not include any expenses related to travel, per diem, lodging, or audio/visual equipment. Please work with MERIT Library or Dolt is secure the audio/visual support you need. Typical virtual awards are between \$100-\$250.

**In-Person Conference Awards:**

- In-person funds for conferences are subject to change due to health, safety and security issue.

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<sup>1</sup> International conferences are those held outside of the United States or within First Nations. They are great opportunities to connect with attendees from different perspectives and views, learn from them, make new relationships, and strengthen existing ones. Conferences pave the way for scholarly and artistic cooperation by meeting and connecting with colleagues and peers from different countries.

- All travel must adhere to UW-Madison travel policies. As of 11/8/2021, the university's suspension of international travel is lifted.
- Students remain subject to the UW-Madison travel waiver when planning a trip to a country that has an U.S. State Department Travel Warning of 3 or 4, or a Center for Disease Control Warning of a 3. More details on this process can be found here: <https://internationaltravel.wisc.edu/travel-warning-waiver-request/>
- Applicants seeking to travel should thoroughly research the policies of the country where the conference is being held. They should review any quarantine/isolation restrictions and consider the time and resources it will take to adhere to said restrictions. You can find more on other country restrictions through [www.travel.state.gov](http://www.travel.state.gov) | <https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>
- Funding may be requested for conference fees, airfare, lodging and per diem (which includes food, in-country transportation, CISI insurance, any required testing to travel, etc.).
- Typical travel awards are between \$1,500-\$2,500.
- All travel must be booked through the travel companies contracted through UW-Madison which include Travel, Inc. and Concur. You can also use UW-Madison's Travel and Booking website to make budget estimations. More information is available here: <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>.
- In-person conference applicants must briefly outline the steps taken to apply for a travel waiver or provide an overview of when they plan to apply for a travel waiver. <https://internationaltravel.wisc.edu/>.
- CISI Insurance is required of all UW-Madison faculty, staff, and students traveling using University funds.
  - Information on CISI Insurance: <https://internationaltravel.wisc.edu/international-travel-insurance/>
  - Information on enrolling in the program can be found on the Business Services site: <https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/>

Applications will 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.

**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.

**APPLICATION INSTRUCTIONS**

- 1) To apply, please visit: <https://go.wisc.edu/6d54a0> 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 1 PDF that contains the following items:

- a. presentation abstract,
  - b. a CV,
  - c. a detailed budget template: [Hartzman Travel Fund Budget Template](#)
  - d. an explanation (no more than 300 words) of how and why attending this conference will contribute to one's scholarly and professional trajectory, and
  - e. an overview of how the applicant will complete the travel waiver process (required only of applicants to in-person conferences).
- 3) The student's primary advisor must also submit a 1-paragraph statement of support explaining the importance of this conference experience for the student's trajectory. Please note, this needs to be emailed directly to the Global Engagement Office ([global@education.wisc.edu](mailto:global@education.wisc.edu)). They will not receive an email request. It is the responsibility of the applicant to ensure their advisor has submitted the statement 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](mailto:global@education.wisc.edu).

#### **AWARD REQUIREMENTS**

- 1) Award recipients will be asked to submit a one-page precis of the work presented (or a portfolio of the same); a one-page letter detailing your experience at the conference (e.g., how presenting to an international audience 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 attending the conference to [global@education.wisc.edu](mailto: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.

Individuals are encouraged to contact the Global Engagement Office staff with questions:  
Christina Eddington, Coordinator, [global@education.wisc.edu](mailto:global@education.wisc.edu)