

**GRADUATE STUDENT Conference FUND**

Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Advisor \_\_\_\_\_

Name of Conference or Development Activity (Include the name of the sponsoring organization):

\_\_\_\_\_

Date(s) and Location of Attendance: \_\_\_\_\_

**In all cases, please attach a brochure or meeting announcement. An electronic version is acceptable. You may also need to enclose further supporting documentation.**

Please indicate the nature of your participation. (*See Guidelines*):

- 1. Level One: Presenting original work for the first time or working on a project for initial presentation.

*First time presentation* can be in the form of an oral presentation, a poster session, or other accepted means of presentation at recognized conferences in the field. **Limit \$500.**

Title: \_\_\_\_\_

\_\_\_\_\_

*Please attach an abstract (in English) and, if possible, a letter of acceptance from the conference organizers. Before you are reimbursed, you must also submit a copy of the paper itself. If your presentation did not involve a formal paper, you must submit a summary of your presentation or a pdf of your poster, for example, and a copy of the program.*

- 2. Level Two: Other active participation in a conference or development activity including travel for research purposes (documented).

Appropriate active participation includes chairing a conference panel, participation in a roundtable discussion, membership of an advisory board etc. **Limit \$250.**

Please indicate the basis for your funding request. **Attach supporting materials to this form.**

Title: \_\_\_\_\_

\_\_\_\_\_

The applicant is expected to find the most economical rate for travel and lodging before filling in the following:

**Travel:** plane/train/bus fare \_\_\_\_\_

Mileage @ the standard college rate (check with the graduate office as necessary)  
\_\_\_\_\_

Parking fees \_\_\_\_\_

Other (list) \_\_\_\_\_

**Food** (maximum \$45/day) \_\_\_\_\_

(When conference registration fees include meals, please adjust the daily expenditures accordingly.)

**Lodging** (maximum \$150/day)\*\*\* \_\_\_\_\_

**Registration** \_\_\_\_\_

(Generally, reimbursement applies to conference/registration fees only, not membership dues.)

**Other** (explain) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

\*\*\*The committee reserves the right to limit lodging budget.

Student Signature \_\_\_\_\_

Advisor or Project Supervisor Signature \_\_\_\_\_

Program Director Signature \_\_\_\_\_