

### CONFERENCE PARTICIPATION FUNDING REQUEST

Please complete the information at the bottom of the page. In considering of this request, the Graduate Director will be guided by the following:

1. Only doctoral students are eligible.
2. Conference funding is intended to support doctoral students who will enter the academic job market. Funding is limited to \$600.00, and should be used towards conference registration and travel
3. All requests are subject to 1) availability of funds and 2) the progress of the student. It is essential that students make vigorous progress on their dissertations. Conference participation should not get in the way of completing the dissertation.
4. In most cases, students are not eligible for conference funding until their second year.
5. Each conference paper must be approved by a faculty advisor.
6. Students should submit the request for funding (and seek faculty sponsorship) when they receive notification of acceptance of their proposal to the conference.
7. Applicants must submit an abstract and evidence of substantial progress on the paper to be presented (an outline, an annotated bibliography, a draft paper).
8. A student should present a paper in the department before he or she presents their first conference paper. The faculty sponsor should consult with the Graduate Director about organizing this public session. In general this session should happen no less than two weeks before the conference.
9. Each student has a limit of one conference per year and three total conferences during their time here. Exceptions to these limits will be granted.
10. The Graduate Director will consider exceptions to these guidelines in consultation with the Department Chair, Graduate Committee, and relevant faculty advisors.

Students must have a Travel Request created in Concur and approved before travel. There will be no reimbursement if there is no approved Travel Request. Please initial here that you understand \_\_\_\_\_

I have read and understand the guidelines for receiving Conference Participation Funding. Please sign here that you understand \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Paper Title:** \_\_\_\_\_

**Conference:** \_\_\_\_\_

**Conference Dates:** \_\_\_\_\_ **Travel Dates:** \_\_\_\_\_

**Faculty Sponsor Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Graduate Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_