

Graduate Student Conference Travel Award Guidelines

2014-2015

The Dean of Arts & Sciences invites applications for the Graduate Student Conference Travel Award. These awards provide up to \$500 to offset costs associated with travel for graduate students' presentations or exhibition of creative projects at professional conferences/events. Award applications are reviewed in the early fall and early spring semester of each academic year. Students may receive an award only once. The application should be completed by the student and signed by his/her Academic Program Graduate Adviser. Only applications approved and submitted by the Graduate Advisor or Department Chair/Program Director are eligible for funding. Funding is limited to one applicant per program. Academic Program Advisers submitting more than one application should prioritize the requests in a separate email to the Associate Dean, Angela Haddad (angela.haddad@hunter.cuny.edu).

Deadlines

Applicants are advised to submit their application materials to their advisers at least one week before the scheduled deadline.

- Fall semester – Wednesday, October 22, 2014
- Spring semester – Wednesday, February 25, 2015
- Send signed and completed form by **5:00 p.m.** to
Angela T. Haddad
Associate Dean for Academic Programs
College of Arts & Sciences
East Building, E801
Or via email to ah245@hunter.cuny.edu with the subject header *Travel Award*

Eligibility Requirements

- Applicants must be currently enrolled at Hunter College and active students in a Hunter College B.A./M.A., M.A., M.S., or M.F.A program.
- Students' presentations/exhibitions must be accepted and listed on the conference program.
- M.A., M.S., or M.F.A. students may be eligible to receive a travel award from the Hunter College Graduate Student Association (GSA). All students eligible for a GSA travel award must apply for the GSA travel award before they claim their travel awards from the School of Arts and Sciences. **Travel Awards from the School of Arts and Sciences are allowed only for expenses in excess of GSA travel awards.** Please read the section on "Disbursement of Award Funds."
- Projects involving human subjects or animal research must be approved by the relevant College review body. Prior to the disbursement of award funds a letter from the Institutional Review Board (IRB) for the Protection of Human Research Participants or Institutional Animal Care and Use Committee (IACUC) confirming approval of the research must be submitted to the Office of the Dean.

Checklist of Required Application Materials

- A completed application with original signatures
- A detailed budget (see sample below)
- A copy of the conference program or letter of acceptance from the session or event organizer, as soon as it is available
- If relevant, an approval letter from IRB or IACUC

Disbursement of Award Funds:

Students receiving a travel award from the School of Arts and Sciences must submit original receipts for approved expenses to Ms. Ramirez, Assistant for Budget, located in 802 East. Prior to submitting receipts for reimbursement to the School of Arts and Sciences and after travel to funded conference, M.A., M.S., and M.F.A. students must apply to the GSA for a travel award, which includes submission of conference receipts. Contact Ms. Ramirez for more information at luz.ramirez@hunter.cuny.edu about submitting receipts for reimbursement of awarded funds. Funds must be used within one year of being awarded and prior to the student's completion of graduate work at Hunter College.

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Proposals must be reviewed and signed by the faculty advisor/thesis chair prior to submission. By signing below the student and advisor/thesis chair agree they have read and accepted the guidelines outlined within the application. Please type or print clearly.

NAME: _____ ACADEMIC PROGRAM OF STUDY: _____

CONTACT INFORMATION: _____ EXPECTED GRADUATION DATE: _____
Email Phone

FACULTY ADVISOR/THESIS CHAIR: _____ DEPARTMENT: _____

PRESENTATION/EXHIBITION TITLE: _____

CONFERENCE NAME: _____ LOCATION: _____

TYPE OF CONFERENCE: REGIONAL NATIONAL INTERNATIONAL Other (please specify) _____

TRIP DATES FROM: _____ TO: _____

IN THE SPACE PROVIDED BELOW, PLEASE PROVIDE A SHORT DESCRIPTION (NO MORE THAN 50 WORDS) OF YOUR PROJECT, EXHIBITION OR PERFORMANCE

PROJECTED EXPENSES:

Conference/Event Registration	\$ _____
Airfare	\$ _____
Rail or Bus	\$ _____
Car Rental	\$ _____
Car Mileage	\$ _____
Cabs or other local transportation	\$ _____
Parking	\$ _____
Lodging	\$ _____
Childcare or Eldercare	\$ _____
Total Expenses	\$ _____

SIGNATURE OF FACULTY ADVISER

Date

SIGNATURE OF APPLICANT

Date