

Graduate Student Conference Travel Award Guidelines

2019-2020

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 research or 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 Assistant Dean, Robert Cowan (robert.cowan@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 – Thursday, November 7, 2019
(For travel between July 1, 2019 and February 1, 2020)
- Spring semester – Thursday, February 27, 2020
(For travel between February 2, 2020 and June 30, 2020)
- Send signed and completed form by **5:00 p.m.** to Sonia Macias via email to sparrale@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/event 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: _____ EMPLID #: _____

CONTACT INFORMATION: _____ EXPECTED GRADUATION DATE: _____
Email Phone

ACADEMIC PROGRAM ADVISER: _____ ACADEMIC PROGRAM OF STUDY: _____

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 ACADEMIC PROGRAM ADVISER

Date

SIGNATURE OF APPLICANT

Date