

DEPARTMENTAL CONFERENCE TRAVEL AWARD APPLICATION

The department has a limited budget to support conference travel for those students who do not qualify to apply for the Conference Travel Award from The Graduate School. This includes students in their first and second years who have not completed their prelims as well as occasionally students in their final semester of the program.



Travel award application must be completed and submitted to DGSA at least 30 days prior to conference.

POLICY AND TERMS:

The Department of Romance Studies will support participation in one (1) graduate student conference and one (1) national conference for faculty and students per student within their first two years of the program. Support will start at \$500, with a higher amount possible (up to \$750) with evidence that student has reached out to other sources for funding (such as Franklin Humanities Institute, Center for International & Global Studies, or other). Support from Romance Studies will be first come, first served. Funding may be used for web-based conferences as long as the same restrictions and eligibility are observed. If the student has received a non-departmental grant for travel, this amount must be deducted from the expense prior to allocations.

ELIGIBILITY:

Graduate students enrolled in the program who are not eligible to apply for a Conference Travel Award from The Graduate School and are actively participating in a conference (i.e., presenting a paper or leading a discussion on their research) are eligible. Must be enrolled in upcoming semester if requesting summer support.

REIMBURSEMENT:

Save all detailed original expense receipts. NO ALCOHOL OR SNACK expenses will be reimbursed. When you return from your trip submit all receipts to DGSA within 30 days of the date of your return to guarantee reimbursement.

APPLICATION:

Name _____ DUID _____ Email _____

Program _____ Year in program _____

Scheduled (or anticipated) date of Preliminary Exam _____

Conference Title _____ Conference Dates _____

Title of paper you will be presenting _____

Have you received a Romance Studies Department Conference Travel Award before? If yes please include name and date of conference _____

Please list alternate sources of funding you have pursued (include amounts awarded if successful)

Total Conference Expense \$ _____ Total Requested from Dept (deduct alternate funding) \$ _____

Application must be completed and submitted to DGSA at least 30 days prior to start of conference.

The application must be accompanied by:

- Email of acceptance from the conference
- Anticipated budget for intended conference (please include alternate funding if awarded)

Applicant Signature _____ Application Date: _____

Director of Graduate Studies _____ Date: _____