

## School of Arts and Sciences Graduate Student Conference Travel Award Guidelines

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 exhibitions 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. 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 and students may receive an award only once. Academic Program Advisers submitting more than one application should prioritize their requests in a separate email to the Assistant Dean, Collin Craig (cc1575@hunter.cuny.edu).

### Deadlines

Applicants are advised to submit their application materials to their advisers at least one week before the scheduled deadline. Please check the School of Arts and Sciences website for specific deadline dates.

- Send signed and completed form by **5:00 p.m.** to Sonia Macias via email to [sparrale@hunter.cuny.edu](mailto: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 in the conference/event program.
- 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 Hunter East. Contact Ms. Ramirez for more information at [luz.ramirez@hunter.cuny.edu](mailto: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.

## School of Arts and Sciences Graduate Student Conference Travel Award Application

Proposals must be reviewed and signed by the faculty adviser/thesis chair prior to submission. By signing below the student and adviser/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 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             | \$ _____        |
| <b>Total Expenses</b>              | <b>\$ _____</b> |

\_\_\_\_\_  
SIGNATURE OF ACADEMIC PROGRAM ADVISER

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
Date