



MEMORANDUM

FROM: Keith Hamm, Director of Graduate Studies, Political Science
TO: Political Science Faculty and Graduate Students
DATE: August 23, 2018
RE: Revised Policy for Funding Graduate Student Conference Participation for Academic Year 2018-2019

Current students in good standing may request funding to offset the costs of participating in academic conferences.

Research Paper or Poster Presentation

Due to a new procedure instituted by Dean Merlo, all requests for funding of conference travel in which a research paper or poster presentation is involved must first be submitted to the Social Science Research Institute (SSRI). Please see the attached file for details or go to (<https://socialsciences.rice.edu/graduate-student-conference-travel-grants>.)

At the time that you apply for funds to SSRI, you should submit the same information to the Director of Graduate Studies and the Graduate Coordinator. (Please note that the application deadline for SSRI is at least 30 working business days prior to the conference start date.). An additional requirement for departmental funding is that the student must present the research at Rice before the conference (for instance, in one of our workshops) as a condition for funding, except in cases in which this requirement is specifically waived by the DGS.

Please note that you can ask the department for funding at the time you apply to SSRI. If you are denied SSRI funding, then we will evaluate the proposal. If you receive SSRI funding for \$400, then we will consider the request for the remaining amount. Please provide SSRI award letter to Graduate Corrdinator.

Note: If you do not submit your proposal on time to SSRI and, thus, are denied funding, the Director of Graduate Studies will consider your proposal for a maximum of \$200.

Other Conference Roles (e.g., discussant, interviewing for jobs)

If you are requesting funding to attend a conference for reasons other than making a research presentation, please apply directly to the Director of Graduate Studies and the Graduate Coordinator.

Each request must include the following information:

1. The name of the student requesting funding.
2. The proposed form of participation (e.g., discussant, job interviews).
3. An indication of whether, if appropriate, the proposed participation has been accepted by the conference organizers. (Please include acceptance information.)

4. A statement of other possible sources of funding, if any.
5. The amount requested and an itemized budget including specific information about conference registration fees, airfare, hotel charges, etc.

DGS Decision

The DGS will make a decision to approve the request, deny the request, or to approve an amount different from that requested. In making these decisions, the DGS will take into account the following considerations:

1. The level of funding for graduate student travel available and anticipated demands on that funding.
2. The nature of the proposed participation.
3. The value of the conference to the student's development as a scholar.
4. The student's stage in the program.
5. The number of conferences for which the student has requested funding in the given academic year.
6. The student's past record of conference participation.
7. The student's academic record and performance evaluations.