



MEMORANDUM

FROM: Ashley Leeds, Chair, Political Science
TO: Political Science Faculty and Graduate Students
DATE: January 13, 2020
RE: Policy for Funding Graduate Student Conference Participation

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

Research Paper or Poster Presentation

All graduate students are eligible to apply for up to \$600 to fund participation in one conference per year from SSRI (see <https://socialsciences.rice.edu/graduate-student-conference-travel-grants>). It is expected that students will apply for SSRI funds before requesting additional funds from the department.

Students who wish to attend more than one conference in a given year or who wish to attend a conference for which the SSRI budget limit of \$600 is inadequate may apply for additional conference support from the department. Students must submit their applications for department funding a minimum of two weeks before the conference begins according to the rules below.

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 as described below. Applications must be received a minimum of two weeks before the conference begins.

Instructions for Application for Department Funds:

Requests must be sent to the Director of Graduate Studies AND the Graduate Coordinator a minimum of two weeks before the conference begins. The request must include all of the following information:

1. The name of the student requesting funding.
2. The proposed form of participation (e.g., paper presentation, poster presentation, discussant, job interviews, etc.).

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. (Please indicate, for example, if you have already used your SSRI conference funding and if you have applied for and/or received travel grants from the conference organizers.)
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.
6. The success the student has had in obtaining outside funding for conference attendance (e.g., association travel grants).
7. The student's past record of conference participation.
8. The student's academic record and performance evaluations.

If a student plans to present research at a conference, the DGS will generally require that the student present the research at Rice before the conference (for instance, in one of our workshops) as a condition for funding.

In order to receive reimbursement, the student must provide receipts for expenditures and proof that he/she participated in the conference in the capacity for which funding was approved (e.g., a conference program listing the paper presented). Please see the related memo on seeking travel reimbursement for further instructions.