

FROM: Randy Stevenson, Director of Graduate Studies, Political Science

TO: Political Science Faculty and Graduate Students

DATE: March 27, 2023

RE: Departmental Conference Funding

As of July 1 2023, the departmental process for reviewing and allocating funding for graduate student conference travel will be as follows:

In order to facilitate their professional development, political science graduate students may apply to the department for conference travel. To do so, complete the form "Application for departmental funding for graduate student conference participation" available in the current graduate student resources page on the department website and send it to the departmental administrator (e.g., Norma) -- who will forward it to the Director of Graduate Studies for review.

Applications will be reviewed on a rolling basis. While every effort will be made to process applications in the timely manner, applications submitted during the summer months may take longer to process.

Applications will be reviewed based on the following criteria:

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 (and total support) for which the student has received departmental 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 approved, students may be reimbursed for actual expenses for transportation, lodging, and conference registration fees up to a maximum of \$1000 for each domestic or international conference in which they present a paper or poster, are the co-author of a paper being presented by another coauthor, or serve on a panel (or poster session) as a discussant. To be reimbursed (even if pre-approved) original receipts for expenses must be provided post-conference.

Student attending a conference in some other capacity (including those with no formal role) will normally not be reimbursed for expenses. However, in exceptional circumstances or in situations in which participation can be facilitated at very low cost (e.g., regional conferences or conferences in which a student shares transportation and/or lodging with other students) applications for reimbursement of such expenses will be considered.

While there is no limit on the number of requests for conference funding that a student may make in any year (or over their tenure as a graduate student), levels of previous funding may be used as a criterion in funding decisions.

Normally, applications should be submitted *before* the conference. These applications should include anticipated expenses with justifications (i.e., researched prices for tickets and lodging). However, reimbursement will ultimately be made only for actual expenses (up to the limit above).

Applications will only be considered after the conference if they are received within one month of date the conference ended and provide a reason, acceptable to the director of graduate studies, why it was not possible to seek pre-approval.

