

## DEPARTMENT OF POLITICAL SCIENCE

### GRADUATE STUDENT FUND FOR CONFERENCE PARTICIPATION

The Department of Political Science encourages graduate students, particularly doctoral students, to attend and participate in professional conferences related to the discipline and their areas of interest. However, funds are limited so we do require students to pursue all available avenues of funding to aid them in pursuing these types of activities. Funding is limited. Therefore, preference is given to those presenting papers at professional conferences, doctoral students, and first time recipients. Please review the guidelines below and submit this completed application along with all other required documentation by the deadlines listed below for the period in which you are seeking funding.

#### Deadlines

| Conference Date              | Application Deadline      | Reimbursement Deadline     |
|------------------------------|---------------------------|----------------------------|
| June, July, August           | June 1 <sup>st</sup>      | September 15 <sup>th</sup> |
| September, October, November | September 1 <sup>st</sup> | December 15 <sup>th</sup>  |
| December, January, February  | December 1 <sup>st</sup>  | March 15 <sup>th</sup>     |
| March, April, May            | March 1 <sup>st</sup>     | June 15 <sup>th</sup>      |

#### Required Application Materials

Applications for funding to support students participating in professional conferences are reviewed on a quarterly basis. Students can expect responses on their eligibility for conference support within two weeks of the appropriate application deadline (see above). The current award maximum is \$750, but actual award amounts depend on the nature of the student's participation and the availability of funds. For funding consideration the following should be submitted to the mailbox of the Graduate Administrative Coordinator in 301 Meserve Hall,

- Conference Support Proposal (This should be a 1 page typed document including your name, student-ID, degree program, a description of your planned participation in the proposed activity, the dates of the conference, how the conference benefits you professionally or academically, and a detailed budget including conference fees, travel expenses, lodging, and meals.)
- An abstract of the paper you will be presenting (if applicable)
- Confirmation of Participation at Conference (including confirmation of presenting of paper, if applicable)
- Confirmation that funding was sought with Graduate Student Government (GSG) including amount awarded if applicable. Students are required to apply first to the GSG for conference support (see [http://www.northeastern.edu/gsg/?page\\_id=57](http://www.northeastern.edu/gsg/?page_id=57)). Those who have not applied or who missed the GSG deadline are ineligible for Department support.

#### Required Documentation for Reimbursement

Expenses are normally covered on a reimbursement basis. The following documentation must be submitted to the mailbox of the Graduate Administrative Coordinator in 301 Meserve Hall by the deadline printed above for reimbursements to be processed.

- Northeastern University Expense Reimbursement Voucher (<http://www.northeastern.edu/ap/forms/index.html>)
- All relevant receipts related to the Reimbursement Voucher
- A 300-500 word report on your experience at the conference. (Was it beneficial to you? What would you have done differently? Suggestions for future students?)