



Northeastern University

College of Social Sciences and Humanities

Department of Political Science Guidelines on Graduate Student Funding

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. Since funds are limited, students are required to pursue all available avenues of funding. Preference is given to students presenting papers at professional conferences, doctoral students, and first-time recipients. Please review these guidelines and submit a completed application with supporting documentation by the deadline.

Deadlines

The request for departmental funding must be submitted by the 15th of each month. The request for PhD Network funding must be submitted by the last calendar day of each month.

Upon review and acceptance, you will receive a letter certifying that the department will match the funding provided to you by the PhD Network. Please apply to the PhD Network and upload the matching letter here: <https://phd.northeastern.edu/network/resources/travelfunding/>.

Application

Please submit your application in a word or pdf document (the document must include all components below to be considered). Your application must include:

1. A header with the following information:
 - First and Last Name
 - Northeastern Email Address and NUID
 - Primary and Secondary Field
 - Year you entered the program
 - Advisor's name
2. A brief description of:
 - The purpose of the travel
 - How this travel will affect the visibility to you and your PhD program
 - The benefit to your dissertation research and to your career

3. A travel budget and amount requested
4. An abstract of the paper you will be presenting (if applicable)
5. Confirmation of Participation at Conference
6. A list of all other sources of funding you have applied for

Reimbursement Information

Expenses are covered on a reimbursement basis. The following documentation must be submitted to Janet-Louise Joseph, the Administrative Officer of the Department of Political Science, by **May 25, 2018**.

Please submit the following:

- 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. (i.e., Was it beneficial to you? What would you have done differently? Suggestions for future students?)