CONFERENCE GRANT APPLICATION   Form F6

BEFORE YOU BEGIN

The Graduate School provides grants to all graduate students who are invited to present papers or posters at professional conferences. Award amounts are based on geographic location, not actual expenses (i.e., a student attending a conference in Italy may receive the full $675, but a student attending a conference in Washington, D.C., may receive $225). Awards will not, under any circumstances, exceed $675. The Graduate School tries to fund most requests from students who meet the following eligibility criteria and observe the following application procedures:

Eligibility

♦ Recipients must be enrolled (full-time or In Absentia) in a graduate RESEARCH (MA/MS, MFA, DMA, JSD or PhD) degree program through the Graduate School and be a registered student during the term in which the conference takes place.

♦ Students must be presenting a paper or poster at the conference for which funds are requested. In the event of dual authorship of a paper/poster accepted for presentation, only the presenting author may receive an award.

♦ Only one award will be considered during the academic year, which is from July 1 through June 30.

Application Procedure

♦ Applications must be approved and signed by the Chair of your Special Committee and your field coordinator (GFA) before submission.

♦ A one page abstract of the paper/poster to be presented and a brief statement on the relevance of the conference/meeting to your research must be attached to the application.

♦ Proof of the acceptance of the paper should be attached to the application. ****If notification of acceptance has not been received before the application deadline, do not wait; submit the application conditional upon its acceptance.**** Upon receipt of the proof, please promptly send it to The Graduate School at gradschool@cornell.edu via email, or in person at 143 Caldwell Hall.

Deadlines*

You MUST submit the completed application by the first of the month prior to conference month. For example, a conference start date in April your application is due March 1st, a conference start date in November your application is due October 1st, etc …

* If the 1st falls on a Saturday, Sunday or University Holiday the deadline will be the following business day. All late applications will be considered at half the conference location.

Notification and Reimbursement

♦ Students will be notified via email that the conference award has been transacted and reflected on your bursar/student center. The payment will be deposited into the student's account if enrollment in direct-deposit has been elected via the Bursar's office; otherwise, a paper check will need to be picked up at the cashier's window in 260 Day Hall.

♦ If a student does not attend the conference, s/he should immediately contact the Graduate School at gradschool@cornell.edu. Note: if already disbursed, that amount will be required to be paid back to the Bursar's Office. This award is taxable. International students from non-tax treaty countries will automatically have 14% deducted from the award.
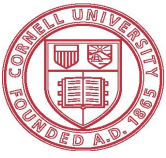
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INSTRUCTIONS

- Please read the instructions for this form carefully before completing it. Failure to adhere to the eligibility requirements and application procedures could lead to a denied request.

- In addition, please attach the following: 1) A brief statement on the relevance of the conference/meeting to your research; 2) A one page abstract of the paper/poster you intend to present; 3) Proof of paper/poster acceptance (if available, proof of acceptance must be submitted to be eligible for award**).

If you have questions, please contact a service associate in Caldwell Hall. You may send the completed form and required attachments via an email PDF to gradschool@cornell.edu instead of hard copy.

All graduate students traveling on university-related activities now must register their international travel plans before departure, and graduate students traveling to high-risk countries must get approval for such travel from the International Travel Advisory and Response team (ITART). Learn more about the travel registry: http://travelregistry.cornell.edu/

BIOGRAPHICAL INFORMATION

_____   _____   _____
Cornell ID number   NetID   Email address

_____   _____   _____   _____
Last name   First name   Middle initial   Gender

_____   _____
Academic program (Field)   Degree program

DEGREE AND CONFERENCE RELATED INFORMATION

Date you expect to complete your degree program: _____

Name of conference for which you are requesting funds: _____

Location of conference: _____

Start and end date of the conference: _____

Nature of participation (check one): Paper _____   Poster _____ Other (specify): _____

_____
Student signature   Date

"The information I have given in this application is true and correct. I will travel as indicated on this application and will notify the Graduate School immediately if travel does not occur. If the reimbursement has occurred prior to my notification of non-attendance I understand that I will be required to pay back the amount awarded to the Bursar's office along with any finance charges that may accrue.

COMMITTEE SIGNATURES OF APPROVAL

By signing, you affirm the following statement: "We support this request for a Conference Grant. This is an important conference that is relevant to the student's academic program/research. "

_____
Chairperson printed name   Chairperson signature   Date

_____
Graduate Field Coordinator printed name   Graduate Field Coordinator signature Date
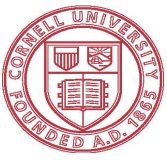
07/2014

AK	Alaska	675	MT	Montana	465
AL	Alabama	335	NC	North Carolina	360
AR	Arkansas	390	ND	North Dakota	440
AZ	Arizona	515	NE	Nebraska	440
CA	California	440	NH	New Hampshire	260
CO	Colorado	515	NJ	New Jersey	235
CT	Connecticut	260	NM	New Mexico	515
DE	Delaware	235	NV	Nevada	515
FL	Florida	360	NY	New York	185
GA	Georgia	360	OH	Ohio	235
HI	Hawaii	675	OK	Oklahoma	440
IA	Iowa	390	OR	Oregon	515
ID	Idaho	515	PA	Pennsylvania	235
IL	Illinois	335	RI	Rhode Island	260
IN	Indiana	335	SC	South Carolina	360
KS	Kansas	390	SD	South Dakota	440
KY	Kentucky	335	TN	Tennessee	335
LA	Louisiana	390	TX	Texas	440
MA	Massachusetts	260	UT	Utah	515
MD	Maryland	235	VA	Virginia	285
ME	Maine	260	VT	Vermont	260
MI	Michigan	335	WA	Washington	440
MN	Minnesota	390	WI	Wisconsin	360
MO	Missouri	390	WV	West Virginia	235
MS	Mississippi	335	WY	Wyoming	515
Puerto Rico		570	Grenada		335
Virgin Islands		335	Nova Scotia, New Brunswick		390
Mexico		515	Cuba		335
Brit Columbia (Vancouver)		515	Alberta		515
Saskatchewan		515	Manitoba		335
Ontario (Toronto, Ottawa)		335	Quebec (Montreal)		235
Central & South America		675	Washington, DC		235
Other International Travel		675			