

Graduate Student Conference Travel Fund Application

Limited grants are available from the Dean of the Faculty of Arts and Sciences and the Graduate School to support graduate student travel to conferences. The maximum amount available is **\$500**.

As part of the conference travel fund application, please include **documentation of acceptance for the conference and an abstract of the presentation**.

The application must be submitted *prior* to the conference. If awarded, this grant will be used to reimburse travel after it has occurred. Applicants should be aware that reimbursements for travel must follow university policies and procedures.

These grants are made possible through funds donated to the Arts and Sciences Academic Excellence Funds. Students may be asked to present their research or meet with donors on selected occasions.

Applicants who are awarded these funds must apply for consideration for the Celebration of Graduate Research and Creative Activities **tentatively scheduled for Tuesday, April 11, 2018**. Applications will be available spring 2018.

Return the completed application to:

Dr. Howard Marchitello
Senior Associate Dean of Research and the Graduate School
Rutgers University-Camden
Faculty of Arts and Sciences-Dean's Office
Armitage Hall Room 377
311 N. 5th Street
Camden, NJ 08102-1405

Contact Ms. Bethany Lawton, Graduate School Coordinator of Administrative Services at 856-225-6149 or bethany.lawton@rutgers.edu with questions regarding the application process.

Conference Travel Fund Signature Page

I understand the guidelines for using the grant money for expenses associated with my research and agree to abide by them.

If I have any questions about spending or reimbursement associated with the grant, I will contact my departmental secretary. I understand that I should speak with my departmental secretary in advance about costs that will need to be reimbursed so that I can follow the correct procedures and provide appropriate documentation.

I understand that if I am awarded these funds that I must apply for consideration for the Celebration of Graduate Research and Creative Activities **tentatively scheduled for Tuesday, April 11, 2018.**

Other questions about the grant can be directed to Senior Associate Dean Howard Marchitello or Ms. Bethany Lawton, Coordinator of Administrative Services, at bethany.lawton@rutgers.edu or 856-225-6149.

Name _____

Signature _____

Date _____

Please remember to attach documentation of your acceptance for the conference and an abstract of your presentation!

Conference Travel Fund Application

Date _____

Name _____ RUID _____

Mailing Address _____

Telephone _____ Email _____

Graduate Program _____

Conference Information:

Conference Name _____

Conference Date _____ Conference Location _____

Title of Paper/Presentation _____

Anticipated Budget (\$500 maximum): _____

Registration Fee _____

Transportation _____

Lodging _____

Food _____

Faculty member under whose guidance you conducted the research:

Faculty Adviser (print)

Department

Faculty Adviser (signature)

Faculty Adviser E-mail

Recommendation of Graduate Director:

Graduate Director (sign and print)

Department

Approval of Associate Dean of Graduate School:

Award Amount: _____

Senior Associate Dean (sign and print)

Date

**Please remember to attach documentation of your acceptance for the
conference and an abstract of your presentation!**