Travel Funds for PhD Students Presenting at Conferences

Thanks to a generous donor, PhD students from any department or program who are traveling to present their work at conferences may apply to the University Dean of Graduate Studies for help with certain travel costs. Priority will be given to Sproull and Provost Fellows, and to students who are the main or sole author of the work to be presented.

For students whose applications for funds are approved, Graduate Studies will reimburse the cost of airfare (seat upgrades and baggage fees not included), and conference registration. The maximum reimbursement for these costs is $800, and only one trip per academic year will be supported. Local transportation, lodging, meals, and other expenses are not covered. Students are encouraged to seek other support for these. Funds will be used for reimbursement only; advance funds will not be granted from this account.

Requirements:

1. At least four weeks before the planned trip, submit the following:
   a. Copy of document showing paper or poster acceptance for conference presentation
   b. Email or letter from advisor or program director indicating that student is a full-time PhD student in good standing and that department or research funds are not available to support this travel
   c. Statement from student, providing name of advisor or program director, and describing:
      i. how this conference participation will enhance his/her research
      ii. estimated travel costs

2. Students approved for reimbursement must submit, within four weeks after completion of trip:
   a. Receipts for airfare and/or conference registration
   b. Brief description of events during the conference that enhanced his/her own work.
   c. If these items are not received within four weeks after completion of the trip, approved funds will be forfeited.

Limited resources mean that not all applications will be funded. It is possible that all funds will be expended at some point in the year. Students are advised to have back-up plans.

Submit by email or mail to:
univgradstudies@ur.rochester.edu

Office of the University Dean of Graduate Studies
259 Wallis Hall
Box 270015

If there are any questions please contact:
Deborah Randle at 275-9093

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