

## Conference Presentation Support for Ph.D. Students

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### Application for the 2015-2016 Academic Year

The 2015-2016 Conference Presentation Support fund will provide funds to Graduate Center doctoral students in Ph.D. programs (Audiology, Physical Therapy, Public Health, & Nursing not eligible) for travel to professional meetings and conferences to present invited papers and posters or to participate in scheduled sessions. The 2015-2016 Conference Presentation Support fund will provide more than 400 awards (approx. 210 per semester), to a maximum of \$300 each. The grant may be used for travel, lodging, or other expenses related directly to research presentation or participation.

### Eligibility

Applicants must be registered full-time doctoral students within seven years of their first semester of enrollment. Applicants must be presenting a paper or poster or participating at a scholarly professional or student organized conference and **MUST** include **The Graduate Center, CUNY** as their academic affiliation for the conference program. If not, we will be unable to reimburse you for your expenses, even if you were approved for the funding. Attendance alone will NOT be funded.

Prior to approval, eligibility for funding will be evaluated upon submission of an application together with documentation of acceptance to present or participate at a professional or student organized conference. For those awarded funding, original receipts and documentation of participation must be submitted to the Office of the Vice President of Student Affairs within three weeks after the conference, or if the conference has already taken place, within three weeks of notification of the award. If not, the award will be forfeited. Applicants may apply for funding while waiting for confirmation of acceptance from conference organizers, but no grant will be issued without submission of proper documentation of conference participation. Doctoral students may receive only one Conference Presentation Support grant per academic year.

### International Academic Student Travel Requirements – The University's and The Graduate Center's requirements

For **conferences involving international travel** – students participating in either independent international academic travel or Graduate Center sponsored trips must purchase international medical and travel insurance. The policy must provide coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. This insurance is to be in effect for the duration of the trip, including travel days to and from the destination(s). The University has arranged for students to purchase low cost travel insurance from a designated provider, Cultural Insurance Services International (CISI). If you choose to purchase international medical & travel insurance from another carrier, you must provide proof of comparable coverage. All students must submit the Travel Insurance Confirmation Form along with proof of purchase.

A completed, signed and notarized CUNY Independent or International Travel Notification & Waiver, and the Emergency Contact Form must be submitted by **ALL** students participating in international academic travel. If planned travel is to an area with Dept. of State Travel Warnings or Alerts in effect, immediately contact the Office of Student Affairs so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

And the Student Travel Emergency Contact Information Form must be submitted. All three forms can be found on the Graduate Center's website, <http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Stud>. These three forms **MUST** be submitted at least two weeks before departure. These forms are required for all international academic travel.

### Application and Selection Process

Applications will be available at the beginning of the Fall and Spring semesters for conferences taking place within that semester's time period. Students may receive funding for only one conference in the 2015-2016 academic year. We will start accepting Spring 2016 applications, for conferences between January 1, 2016, and May 31, 2016, on Monday, February 8, 2016. Because funds are limited, applications will be accepted on a first-come, first-served basis. Awards will be made each semester until funds are exhausted.

Any applications submitted during the Spring 2016 semester for conferences that took place during the Fall 2015 semester will be ineligible for Spring 2016 funding. Any applications submitted in the Spring 2016 semester for conferences that will take place during the Summer or Fall of 2016 (June 1, 2016 through December 31, 2016) will also be ineligible for Spring 2016 funding.

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## Conference Presentation Support for Ph.D. Students – Spring 2016

Spring 2016 applications, which will be accepted starting on Monday, February 8, 2016, are for presentation or participation at scholarly conferences occurring between January 1, 2016 and May 31, 2016. Documentation of acceptance to present or participate at the conference must be submitted with this application, i.e., a letter or email confirmation from the conference organizers stating that your abstract, presentation proposal, or research project has been accepted for presentation. To receive this funding, your academic affiliation **MUST** be listed as **The Graduate Center, CUNY** in the conference program, printed and/or online.

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Student Name		Banner I.D.		
Last Name	First Name	M.I.		
Address				
Street & Apt. #		City	State	Zip
Phone Number	Doctoral Program	GC email	@gradcenter.cuny.edu	

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Conference Dates \_\_\_\_\_ to \_\_\_\_\_ Conference location\* \_\_\_\_\_  
\*If an international location, you must submit proof of having purchased international medical and travel insurance.

Conference Title \_\_\_\_\_

Please give a brief description of your conference presentation or participation below or attach a copy of your abstract (maximum 250 words).

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For conferences involving international travel – these three additional forms must be submitted at least **two weeks prior** to departure:

1. All students traveling to an international location must submit a completed International Academic Travel Insurance Confirmation form with proof of purchase. Name of provider for international medical and travel insurance: \_\_\_\_\_

The policy must provide coverage while traveling and at conference. Coverage must include major accident/medical, evacuation for medical needs or security purposes, and repatriation of remains. If insurance is not purchased through CUNY's designated carrier, CISI, provide comparable proof of coverage along with proof of purchase. The insurance must provide evacuation coverage for security and safety; please check.

2. A completed, signed and notarized CUNY Independent or International Travel Notification, Waiver, and Emergency Contact Form must be submitted by **ALL** students participating in international academic travel.

3. A completed Student Travel Emergency Contact Information form must be submitted by **ALL** students participating in int'l. academic travel.

All forms are on the GC website: <http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Stud>.

Students receiving any GC travel or research funds for international conferences who do not submit a properly signed and notarized Independent or International Travel Notification, Waiver, and Emergency Contact Form and are not enrolled in either the University's international insurance (CISI) or a comparable program, will not receive funding for the purpose of conference travel, even if pre-approved.

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

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.....For Office Use Only.....		
Registered fulltime student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conference presentation acceptance documentation submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If traveling to an international location –		
Notarized CUNY Independent Travel Notification, Waiver and Emergency Contact Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation of Purchase of International Academic Travel Insurance Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Travel Emergency Contact Information Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Funds Awarded	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

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