

Funding for Union Students Presenting at Conferences

Union Theological Seminary has generously established a “Conference Travel Grant” to support Union students who have been selected to travel to conferences to present a paper or project. The Conference Travel Grant is available to full-time matriculated Union students only, who are looking for funding to attend a conference related to their course of study and/or academic or professional goals.

Presenting at a conference can be a priceless experience to enrich a student’s understanding of a particular field or ensuing profession. The purpose of this grant is to encourage and assist student presentations in the form of an academic project, paper, creative exhibit, and/or performance at a professional/academic conference by off-setting the cost of registration, travel, lodging, and food (maximum of \$30 per day). Students are expected to find low-cost travel and lodging options. Purchase of alcohol is not an allowable grant expense.

There is a limit of one travel grant per student, per academic year. The award is not guaranteed, funds are limited, and requests are considered on a first-come, first-served basis. We do not have funds available for students to solely attend conferences.

Grants

Grants of up to \$500 will be given to those selected by the Office of Student Affairs.

Eligibility

The application for the Conference Travel Grant is open to all students who meet the following criteria:

- The student is in good academic standing and in a full-time matriculated degree program at Union Theological Seminary.
- The student has been invited to present at a conference.

Deadline

Rolling basis -- Complete applications, must include the confirmation letter of acceptance to present at the conference.

Application Requirements

Students should submit the following with the Conference Travel Grant application:

- A budget indicating the amount of funding requested, not to exceed \$500 and specific expenses the grant would cover, if awarded.
- A letter of intent, no more than 500 words, explaining why this conference will benefit student’s academic and/or professional objectives.
- A resume or curriculum vitae.



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- A confirmation letter of acceptance to present at the conference and conference materials (i.e., abstract of work, copy of conference registration, program agenda, flier, brochure, etc.).

The grant will be cancelled if student does not attend the conference. Grants will not be awarded if funds have been depleted. Incomplete applications will not be considered for funding.

Reimbursement Process

If presentation or performance at a conference occurred in the fall of 2014 or during the Winter Intersession of 2015, application for a grant retroactively may be submitted by completing the application along with providing all receipts for expenses/proof of payment. The reimbursement process will begin only if the grant has been awarded. You will be notified of the award by email.

Non-Reimbursement Process

If applying for a grant prior to conference presentation or performance to occur Spring/Summer of 2015, submit application along with budget and proof of specific expenses at least 6 - 8 weeks prior to the conference. If the grant is awarded, the Office of Student Affairs will request the award in the form of a check to be disbursed. Students receiving funds prior to the conference must submit receipts to the Office of Student Affairs upon returning from the conference. The receipts must reconcile with the grant amount awarded. Depending on the grant amount awarded and time sensitivity of paying the conference registration fee and/or booking travel or hotel, the Office of Student Affairs may assist in paying those costs directly. If there is a grant balance (i.e., for food), a request will be made for that amount to be disbursed via check (i.e., \$30 for food per day, per length of conference stay).

Review Process

Applications must be sent to the Associate Dean of Student Affairs/Rev. Dr. Yvette D. Wilson at ywilson@uts.columbia.edu or delivered to the Office of Student Affairs in AD108. Applications will be reviewed and determined on a first-come, first-served basis.



"Conference Travel Grant" Application

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Student's Name: _____ Date of application: _____

Degree Program: _____ Year in Program: _____ Faculty Advisor: _____

Name of Conference: _____

Date(s) of Conference: _____ Conference Location: _____

Conference Website: _____

Title of Presentation: _____

Total Amount Requested: \$ _____ (not to exceed \$500). Check all that apply:

Reimbursement Amount: \$ _____

Non-reimbursement Amount: \$ _____

Letter of Intent: Attach your letter of intent, no more than 500 words, explaining why the conference benefited or will benefit your academic and/or professional objectives.

Budget: Attach a budget indicating the amount of funding requested, not to exceed \$500, the specific expenses the grant would cover, if awarded, and a brief narrative explaining how costs were determined and/or additional expenses were justified.

Conference Materials: Attach a copy of your confirmation letter documenting that you have been accepted as a presenter. Additionally provide conference materials (i.e., abstract of work, copy of conference registration, program agenda/booklet, flier, brochure, etc.).

Resume: Attach a copy of your resume or curriculum vitae.

Grant Agreement:

If awarded the Union Conference Travel Grant, I agree to submit itemized receipts for approved expenses; if I do not submit receipts, I understand that my award may be reduced or that I will be billed for the unaccounted funding.

Student Applicant Signature: _____

Submit application to: Rev. Dr. Yvette D. Wilson, Associate Dean for Student Affairs, AD 108 or ywilson@uts.columbia.edu.

