

Student Conference Travel Fund Application Form

Applicant Info	Budget	Comments
Name <input type="text"/>	Registration fee <input type="text"/>	<input type="text"/>
Email <input type="text"/>	Travel <input type="text"/>	
Program <input type="text"/>	Lodging <input type="text"/>	
Year <input type="text"/>	Other <input type="text"/>	
Work to be presented	Total <input type="text"/>	
Title <input type="text"/>	Total requested from SoA	Signatures
Author(s) <input type="text"/>	Amount <input type="text"/>	Applicant <input type="text"/>
Conference Name <input type="text"/>	Other funds	Advisor <input type="text"/>
Location <input type="text"/>	(Circle all that apply)	Date <input type="text"/>
Date(s) <input type="text"/>	Advisor GSA Conference Personal Other	For office use
Acceptance Rate (if available) <input type="text"/>	Total other funds <input type="text"/>	Approved Amount <input type="text"/>
		Approved by <input type="text"/>
		Date <input type="text"/>

Award Description

The School of Architecture encourages graduate students to disseminate their work and advance their careers by presenting papers, posters and other research products at conferences, seminars, symposia and workshops. The Graduate Student Conference Travel Fund is designed to help support these efforts. All enrolled graduate students at the School of Architecture are eligible.

Guidelines

Applicants should note that funds are limited and are assigned based on availability.

- A student is eligible to receive only one Conference Travel Fund Award per academic year.
- A maximum of \$450 may be awarded for domestic conferences, and a maximum of \$900 may be awarded for international conferences.
- Reimbursements up to the above amounts are conditional upon submission of expense receipts after the student's return from the conference to Alycia Barney (CFA 201).

Submission

Send the following application materials to Asst. Head David Koltas at dkoltas@andrew.cmu.edu:

1. Completed Graduate Student Conference Travel Fund Application Form;
2. Evidence of acceptance to the conference, and
3. Copy of submitted paper.

Questions? email Dave at dkoltas@andrew.cmu.edu.

Additional Funding

Students are expected to obtain additional funds from their advisors and/or research sponsors, and to apply for any fellowships, travel funds or student volunteer opportunities offered by Carnegie Mellon or by the conference organizers.

The Graduate Student Assembly (GSA) offers conference funding. For detailed information on the application and selection process, visit:

<http://www.cmu.edu/graduate/professional-development/conference-funding/>