

ABC Student Conference Travel Award Guidelines

2018-2019

The ABC Program invites ABC MA students to apply for ABC Student Conference Travel Awards. These awards provide up to \$1,500 to offset costs associated with travel for students' presentations (spoken or poster) at professional conferences/events. Award applications are reviewed in the fall and spring semester of each academic year. Students may receive an award only once. The application should be completed by the student and signed by his/her academic mentor. Only applications approved and signed by the student's mentor are eligible for funding.

All inquiries regarding ABC travel grant submissions should be directed to Lily Ameling (abc.dir@hunter.cuny.edu), administrative assistant to Dr. Diana Reiss, the ABC Program Director.

Deadlines

Applicants are advised to submit their application materials to their advisers at least one week before the scheduled deadline.

Eligibility Requirements

- Applicants must be currently enrolled as MA students in the ABC Program at Hunter College.
- Students' presentations/exhibitions must be accepted and listed on the conference/event program.
- MA students are also be eligible to receive a travel award from the Hunter College Graduate Student Association (GSA).

Checklist of Required Application Materials

- A completed application with original signatures
- A detailed budget (see sample below)
- A copy of the conference program or letter of acceptance from the session or event organizer

Disbursement of Award Funds

Students receiving an ABC Travel Award must submit original receipts for approved expenses to Lily Ameling (abc.dir@hunter.cuny.edu). Funds must be used within one year of being awarded and prior to the student's completion of graduate work at Hunter College.

Graduate Student Conference Travel Award Application

2018-2019

Proposals must be reviewed and signed by the student's academic faculty mentor prior to submission. By signing below the student and mentor agree they have read and accepted the guidelines outlined within the application. Please type or print clearly.

NAME:

STUDENT ID #:

EMAIL:

PHONE:

ACADEMIC MENTOR:

TYPE OF PRESENTATION:

PRESENTATION TITLE:

CONFERENCE NAME:

LOCATION:

TYPE OF CONFERENCE:

- REGIONAL
- NATIONAL
- INTERNATIONAL
- Other (please specify)

TRIP DATES:

FROM: _____ TO: _____

In the space provided please provide a short description (no more than 50 words) of your project.

Projected Expenses

Conference/Event Registration	\$ _____
Airfare	\$ _____
Rail or Bus	\$ _____
Car Rental	\$ _____
Car Mileage	\$ _____
Cabs or other local transportation	\$ _____
Parking	\$ _____
Lodging	\$ _____
Childcare or Eldercare	\$ _____
Total Expenses	\$ _____

SIGNATURE OF ACADEMIC PROGRAM ADVISER

DATE

SIGNATURE OF APPLICANT

DATE