

Graduate Student Conference Fund application guidelines

11/7/16

Overview

RISD is committed to supporting the efforts of Graduate Students wishing to extend the awareness and impact of their creative scholarship. This may include attending an exhibition, conference, or symposium to engage a panel or audience in dialogue about their creative activity, research, or scholarly papers.

With this in mind, the annual Graduate Student Conference Fund was established to minimize the costs associated with travel, accommodations, and conference fees for students who receive invitations to present, or in some way contribute, to academic and professional conferences.

Awards are intended to supplement the primary contribution of the applicant's department and/or division and, when combined, do not typically exceed \$1,500.

Student Eligibility

To receive support through this program you must be a full-time graduate student, in good academic standing, and *have a confirmed invitation to publically present your work*. Students are eligible to receive conference fund support only once per academic year. Applications are accepted and reviewed on a rolling basis between 1 October – 1 May, each academic year. As funds are limited, students are encouraged to apply early.

Submission Process

The application form is available in the Graduate Studies Division section of <http://info.risd.edu/graduate-studies-division>. Please submit a complete application to gradstudies@risd.edu, including:

1. Description of the conference including conference name, sponsoring organization, location, and attendance dates.
2. Formal confirmation and description of your participation in the conference. If you are presenting a scholarly paper please include Title and Abstract.
3. Total budget for travel, accommodations, and conference fees. Be sure to include all in-kind, personal, and departmental/divisional contributions. Please note, the fund can only support travel to and from the conference site, accommodations, and conference fees. It will not cover meals, per diems, fabrication or transportation of materials, or other incidental costs.
4. Letter of support from your Graduate Program Director. The letter should confirm the significance of the event, the value of participation to your academic and professional development, and the department/division's financial contribution to expenses.
5. Signature on the application form from the Division Dean.

Reimbursement Process

Reimbursement of approved expenses is made only if receipts are provided to the Office of Graduate Studies in the Prov-Wash Building, 20 Washington Place, Room 411.

Graduate Student Conference Fund application

Applicant's name:

Department:

Graduate year:

Conference name:

Location:

Attendance dates:

Title of presentation/paper:

Budget:

Your signature and date:

Endorsement/financial support by department and/or division

Department contribution: \$ _____

from account

Department Head's signature and date:

Division contribution: \$ _____

from account

Dean's signature and date:
