REGULATIONS REGARDING GRANTS FOR CONFERENCE REIMBURSEMENT

1) If presenting at a conference, currently registered students of the Caspersen School of Graduate Studies are permitted to apply for two (2) conference reimbursements per academic year (fall through summer):
   a. Students may request up to $400 reimbursement for their first conference
   b. And up to $400 reimbursement for their second conference.
   c. Reimbursement for accommodations for conferences within a reasonable commuting distance may not be granted.
   d. Individuals presenting internationally, or those who demonstrate significant financial hardship, who have conference-related expenses exceeding $800 may request up to $800, which will exhaust funds for academic year.
   e. Appeals must be received in writing and must provide thorough explanation for request.

2) Students must fill out a conference reimbursement application prior to the conference.

3) The GSA maintains the right to consider and ask about the validity of the conference to the student’s course of study.

4) Students receiving conference grants are required to participate in an annual conference symposium at Drew University, where all students will share the work they have presented, annually.

5) If the conference is approved, a Conference Completion Form will be provided and must be submitted with original receipts and one-page reflection upon completion of the conference. Documentation of the presentation/paper is also required.
THE GRADUATE STUDENT ASSOCIATION
DREW UNIVERSITY, 2015-16 ACADEMIC YEAR

STANDARD APPLICATION FOR CONFERENCE REIMBURSEMENT REQUEST

NAME: ____________________________DATE: ______________
DREW ID: _______________ E-MAIL: ______________________
ADDRESS: ____________________________________________
CITY: __________________ STATE: __________________ ZIP: ______
PHONE: _______________________________________________

DATE OF LAST APPLICATION: ______ AMOUNT AWARDED: __________________

AREA: ________________________ ADVISOR: ______________________

YEAR AT DREW: ____________ PRESENTLY WORKING ON DISSERTATION/THESIS? (Y) (N)

ANTICIPATED EXPENSES

TRAVEL EXPENSES: ________________ REGISTRATION EXPENSES: ________________
ACCOMODATION EXPENSES: _______ TOTAL AMOUNT REQUESTED: ______________

PAPER / PRESENTATION TOPIC: ________________________________

CONFERENCE NAME: _______________________________________
LOCATION ___________________________ DATES ___________________________

HISTORY/PURPOSE OF CONFERENCE: ________________________________

STUDENT RUN: (Y) (N)

If approved, presenters must write a one page reflection about your experience presenting at this conference.

Required:
• How is this conference relevant to the course of study you are pursuing?
• How will you share your research after the conference?

Things to consider:
• What were some of the academic challenges?
• What advice can you give to other presenters?
• Did you use multi-media? Read your paper? Note cards?
• What sort of questions were you asked and how did you respond?
• How are you going to use what you learned at this conference in your future course of graduate study?
We will require that you present your conference reflection paper at our annual conference symposium.

This application should be submitted after your paper/presentation is accepted but prior to desired conference. The GSA will send an email indicating the acceptance or rejection of your application.

Disclaimer: The GSA will make every effort to reimburse for appropriate conference expenses. However, there is no guarantee conferences will be approved, and approved reimbursements will not be issued until the Conference Completion Form is submitted with original receipts, verification of your presentation is provided, and a one-page reflection is received. Shorter distances (generally distances 75 miles and under) may not be granted reimbursement for accommodations.

FOR GSA USE ONLY

Date Received____________________

Approved  Y / N

Reason for approval or denial________________________________________________________
________________________________________________________
________________________________________________________

Presenter Notified  Y / N   Date of Notification____________________

Approved by____________________ GSA Signature____________________