

Travel Grant Application Instructions for Union Students Presenting at Conferences in 2017-18

Overview & Application Instructions

Union Theological Seminary generously established a “Conference Travel Grant” in the 2014-15 academic year to support Union students 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 present at 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 (for conferences occurring between September 2017 and April 2018 or upon exhaustion of funds). 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 upload the following to the Conference Travel Grant application form [here](#).

- [Budget worksheet](#) indicating the amount of funding requested, not to exceed \$500 and outlining specific expenses the grant would cover if awarded.
- A letter of intent (of no more than 500 words) explaining why this conference will benefit student's academic and/or professional objectives.
- A resume or curriculum vitae.
- A confirmation letter stating 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 Conference Travel Grant application is seeking reimbursement of expenses after the conference, application must include all receipts for proof of payment. Upon application approval, a check request will be submitted for processing immediately thereafter.

Non-Reimbursement Process

If Conference Travel Grant application seeks assistance with covering expenses prior to the conference, submit application along with budget worksheet 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 completed online using this [link](#). Upon completion, the application will be sent to the Associate Dean for Student Affairs Rev. Dr. Yvette D. Wilson-Barnes at ywilson@uts.columbia.edu. Applications will be reviewed and determined on a first-come, first-served basis.