New Conference Travel Support Policy and Procedures

Department of Political Science

Effective July 1, 2019

Due to changes in the availability and sources of funding, the Department of Political Science has adopted a new set of policies and procedures concerning support for graduate student conference travel. Graduate students must first apply for conference travel funds to either the MacMillan Center International Conference Travel Grants, if presenting research on an international topic, or to the Graduate Student Assembly Conference Travel Fellowship, for topics that are not international. There are specific deadlines and procedures for these grants; please pay close attention to them (For example, the GSA Conference Travel Awards require an application 45 days prior to the conference.

Should you fail to obtain funding through these sources, you may then apply for funds through the Department of Political Science. Students who receive conference travel funding from the MacMillan Center or the Graduate Student Assembly are not eligible to apply for conference funds from the Department.

The new procedure and rules for obtaining a Department of Political Science travel award are as follows:

As before, the Department of Political Science travel award will be available, as funds permit, for currently registered students to attend an organized conference to present a paper (including in a poster session), participate in a roundtable, or serve as a discussant. Individual invited talks (e.g., participating in a seminar at another university), attendance at public lectures, symposiums, or training workshops are not supported.

Full-time registered students in their first 6 years in the PhD program will be given priority for conference support. Students in later years may be supported at the discretion of the DGS and depending on the availability of funds. The award for conference travel will be up to $450 for students in their first two years in the program and up to $700 thereafter. The award is contingent on the distance and duration of the conference. Each student will receive no more than one travel award from the Department each academic year (July 1 to June 30). Travel awards may not be combined with support from other funding organizations.

To apply for the award a student must email the following materials to colleen.amaro@yale.edu with an email subject line of “Conference Award Request”. The materials should be sent no later than December 1st, for conferences meeting July 1-December 31, and no later than May 15th, for conferences meeting January 1-June 30:

a. Fill out a Conference Funding Request form.
b. Provide documentation that application for the Macmillan Center International Conference Travel Grant and/or the Graduate Student Assembly Conference Travel Fellowship were not successful.

c. Provide documentation of conference participation (e.g., a copy of the program showing the student’s role)

d. Identify the subfield which best describes the student’s work as related to the conference participation (this affects which sources of money the department can use to pay for your travel award, so this is important).

e. Obtain a note (this may be a short email) from his/her advisor, sent to Colleen Amaro (colleen.amaro@yale.edu) indicating the student has/had suitable material to present at a conference and explaining the student’s role at the conference.

f. Provide receipts for all non-meal related expenses related to the trip.

2) Approved Travel Award request will be processed twice a year, once in mid-December and once in mid-May. This means that you may have to wait to obtain your award until after you incur the costs of your travel.

3) This income will be reported as taxable income by Yale University, so it is the student’s responsibility to ascertain whether or not the income is taxable (see http://www.irs.gov/pub/irs-pdf/p970.pdf for further details).