CONFERENCE FUNDING REQUEST
DEPARTMENT OF POLITICAL SCIENCE
YALE UNIVERSITY

EMAIL THIS FORM, WITH AN EMAIL SUBJECT LINE OF “CONFERENCE FUNDING REQUEST”, NO LATER THAN 45 DAYS IN ADVANCE OF CONFERENCE, TO:
coleen.amaro@yale.edu

STUDENT NAME:

STUDENT UPI #:
(This number can be found on your Yale ID Card)

STUDENT ADVISOR:

YEAR OF STUDY IN PROGRAM:

CONFERENCE ATTENDED:

CONFERENCE DATE & LOCATION:

FORM OF PARTICIPATION:

SUBFIELD OF WORK (CHECK ONE):

AMERICAN/METHODS □ COMPARATIVE/IR/PE □ THEORY/OTHER □

Checklist:

☐ Attached documentation of conference participation (e.g., a copy of the program showing the student’s role)?

☐ Attached receipts for all non-meal related expenses?

☐ Had your advisor send a note (this may be a short email) to colleen.amaro@yale.edu indicating that you have/had suitable material to present at a conference and explaining your role at the conference?

☐ Confirmed that research topic is not eligible to apply for the Macmillan Center International Conference Travel Grant?

If you are a Foreign National please:

☐ Provide a copy of email confirmation from the International Tax Department (Internationaltax@yale.edu) that you have completed the Foreign National Information System application (FNIS) and that it is current.