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 presenting on an international topic must apply for conference travel funds to the MacMillan Center International Conference Travel Grants. Students presenting research on a non-international topic, may apply for funds through the Department of Political Science using the Conference Funding Request Form. The Department has very limited funds for this purpose, so if your request is denied by the Department you will then be directed to apply to the Graduate Student Assembly Conference Travel Fellowship.

There are specific deadlines and procedures for these grants; please pay close attention to them (For example, MacMillan Center International Conference Travel Grants requires an application at least 45 days prior to the conference).

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 45 days prior to the conference (in the event that your request is denied you will be directed to apply for funding to the Graduate Student Assembly Conference Travel Fellowship, which requires applications 30 days prior to the conference):

a. Fill out a Conference Funding Request form.
b. Provide documentation of conference participation (e.g., a copy of the program showing the student’s role)

c. 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).

d. 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.

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

2) We will commit to notifying you of your Department Fund application decision within 5 business days of the submission of your application so that you will have time to apply to GSA if your request is denied by the Department. Approved Department Travel Award requests will be processed at least 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).