

Conference Travel Support Policy and Procedures

Department of Political Science

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 research on an international topic must apply for conference travel funds to the [MacMillan Center International Conference Travel Grants](#). If presenting research on a non-international topic, graduate students should apply for conference travel funds to the [Graduate Student Assembly Conference Travel Fellowship](#). There are specific deadlines and procedures to apply for the fellowship; please pay close attention to them.

Should you fail to obtain funding through these sources, you may then apply for funds through the Department of Political Science. Students who receive any 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, but please note that we will not know about remaining funds until the application cycle closes at the end of the academic year.

The award for conference travel will be up to \$400 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 in an 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 May 15th, for conferences meeting July 1-June 30:

- a. Fill out a Conference Funding Request form.
- b. Provide documentation that your application to the MacMillan Center International Conference Travel Grant or for the Graduate Student Assembly Conference Travel Fellowship was 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 conference.
- 2) Approved Conference Award requests will be processed twice a year, once in mid- December and once in late-May. This means that you may have to wait to obtain your award until well after you incur the costs of the conference.
- 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).