

Student Academic Conference Travel Fund for Undergraduate Presentations 2023-2024 Instructions and Application

Program Description: For the 2023-2024 Academic Year, funding support up to \$1,000 (International) or \$800 (Domestic) per student presenter at external conference is available for:

- 1) In-person or virtual conference registration fee
- 2) International/Domestic travel expenses

Timeline: Applications will be accepted on a rolling basis subject to funding availability. Students should apply as early as possible once their conference participation is confirmed but no later than one month before their presentations.

Applicant Eligibility:

- 1) Full-time undergraduate student
- 2) Presentation must be for scholarly research or an artistic project
- 3) Student must be an active presenter at conference
- 4) Student must be listed in the conference program
- 5) Student is eligible for one travel fund award per year

Application Instructions

A complete application will consist of the following:

- Application Form
- Conference presentation acceptance letter or email
- Recommendation letter/email from faculty supporting this opportunity to present
This letter/email should include a brief assessment of the student's project, the importance of this external presentation opportunity, and commitment from the faculty mentor to review and rehearse the student's presentation.

Requirements after attending the conference

Student must submit to Norma Quiridumbay (nquiridumbay@pace.edu)

- 1) The conference program with student presentation listed
- 2) A reflection about the presentation experience
- 3) A photo of the student at the conference presentation
- 4) Itemized conference-related receipts for reimbursement

Student Academic Conference Travel Fund for Undergraduate Presentations 2023-2024 Application Form

Applying for (select one):

- In-person registration fee | International or domestic travel
 Virtual conference fee

Please select which semester you are applying for:

- Fall: Spring: Summer:

Student Information:

Student Name: _____ U#: _____

Major (and Minor if applicable): _____

Pace E-mail: _____ Expected Graduation Date: _____

Personal E-mail: _____ Phone Number: _____

Address: _____

Faculty Mentor: _____ Mentor E-mail: _____

Mentor Department: _____

Department Chair: _____

Conference Information:

Name of organization hosting the conference: _____

Conference title: _____

Conference dates: _____

1. Is this a student-only conference?
2. Is this a student event within a professional disciplinary conference?
3. Is this a joint presentation with a faculty member at a professional disciplinary conference?

Estimate Expenses for in-person conference:

Conference Registration Fee	\$
Lodging	\$
Meals	\$
Transportation	\$
Total Amount Requested:	\$

Estimate Expenses for virtual conference:

Conference Registration Fee	\$
Total Amount Requested:	\$

The following questions must be answered by students in consultation with their faculty mentors:

Project Title:

Disciplinary context and purpose of your research/creative inquiry:

Techniques and methodology:

Your research/artistic objectives and goals:

Explain why it is both important and relevant for you to present your project at this external conference:

I have read and agree to the terms of this program.

Student Signature: _____ **Date:** _____

Faculty Mentor: _____ **Date:** _____
(Signature)/or email approval

Department Chair: _____ **Date:** _____
(Signature)/or email approval

PLEASE SUBMIT COMPLETED APPLICATION TO NORMA QUIRIDUMBAY AT

nquiridumbay@pace.edu

***Rolling basis subject to funding availability**