
School of Architecture | Carnegie Mellon University Graduate Student Conference Travel Fund

The School of Architecture encourages students to advance their own academic, professional and career development through the publication and presentation of papers and/or attendance at conferences, seminars, symposia and workshops. Funds are available through the School of Architecture and are intended to offset the travel costs associated with the presentation of papers, posters, research products or creative work. All graduate students currently registered through the School of Architecture are eligible.

General Policy

Because school funds are limited, we will only accept travel fund request from students who have pursued the following opportunities and resources first:

- Ask your advisor or research sponsor first. **Your research contract or advisor's discretionary account should be your primary support for travel.**
- Apply for any fellowships, travel funds or student volunteer opportunities offered by the conference organizers and/or sponsors.

Application Process

- Discuss your travel interests and plans with your faculty advisor/research sponsor. Their knowledge and support of your travel plans are required.
- Exhaust the funding opportunities described above.
- Obtain a Graduate Student Conference Travel Fund Application form from the Graduate Program office at MMCH 410 or download from the Graduate Program website http://www.arc.cmu.edu/cmu/programs/grad_progs/index.jsp
- The Application must be filled out in its entirety. All requested information and signatures are required before your application will be considered.
- Submit the completed form with a copy of your paper and a copy of the conference program to Darlene Covington-Davis in MMCH 410.
- Applications will be reviewed by the Director of the Graduate Program and an appointed graduate faculty member. You will be notified as soon as possible of the travel support amount approved.
- Keep all receipts during travel and write on the receipt the precise reason for the expenditure. When you return from the conference, submit all original receipts to Diana Martin in CFA 201 for reimbursement.

Guidelines for School of Architecture Funding

The following table indicates the amounts of travel support that the School will provide in various categories. The lower bound of the range indicates the amount that the school can provide, regardless of other support you may obtain. The school may provide up to the upper bound, if your advisor or research sponsor will match this amount. For example, the school will provide \$75 for domestic travel to attend a conference, and will match your advisor's support up to a maximum of \$150.

\$75-\$150	Domestic travel for conference attendance
\$225-\$450	Domestic travel for conference presentation of authored work
\$150-\$300	International travel for conference attendance
\$450-\$900	International travel for conference presentation of authored work

A student is eligible to receive only one conference travel fund award per academic year. Reimbursement will be issued for travel and related conference expenses such as but not limited to: registration fees, accommodation and transportation.

Graduate Student Assembly (GSA) Graduate Conference Funding

Students can also apply to the Graduate Student Assembly (GSA) Graduate Conference Funding. It provides \$500 to enable students to 1) make presentations at key conferences/

exhibitions in their fields or 2) simply attend conferences and learn about the broader field of study to which they belong. A letter from the applicant's advisor is required indicating whether there are department- and college-level options for alternative funding. Graduate students may not receive more than one Conference Funding award per academic year. For detailed information on the application and selection process, go to <http://www.cmu.edu/adm/gpo/graduates/gsa.html>.

School of Architecture | Carnegie Mellon University

Student _____

Date _____

Personal Information

Name _____

E-mail _____

Graduate Program _____

Year/Progress in Program _____

Conference Information

Name of Conference _____

Location _____

Dates of Conference _____

Paper acceptance rate (if available) _____

Paper Title _____

List of Authors _____

Travel Expense Estimate

Conference Registration Fee _____

Transportation Cost _____

Lodging Cost _____

Other Cost (specify) _____

Total Expense _____

Sponsorship

Faculty Research Sponsor _____

Signature _____

Authorized Amount of Sponsorship _____

From Account # _____

Account Name _____

Financial Support from the
Conference Applied (mm/dd/yy) _____

Amount Granted _____

GSA Travel Support Applied (mm/dd/
yy) _____

Amount Granted _____

INCLUDE A COPY OF THE PAPER WITH YOUR APPLICATION FORM.

INCLUDE A COPY OF THE CONFERENCE PROGRAM.

Graduate Student Conference Travel Fund Application