

*****Please note: reimbursement for conference travel will now be considered a fundable request. Conference travel was not covered by the GSA REG program in past funding rounds. Due to the high degree of student need, requests for conference travel costs will now be considered by the committee. In order to be considered for conference funding, applicants must:**

- 1) make clear the reasons why conference travel is necessary (i.e., for post-doc/job networking purposes, to attend a special workshop not offered elsewhere, to present research, to learn about cutting edge research in the applicant's area of study).
- 2) make clear why other funding outlets (e.g., Graduate School of Arts and Sciences) are not sufficient or are not accessible. If the student intends to use other funding sources to cover part of the conference costs, he or she must indicate so, and specify which costs will be exclusively covered by the GSA REG, and which will be exclusively covered by the other funding source.
- 3) make clear how conference attendance will benefit him or her academically and intellectually.
- 4) Include a letter of recommendation from a faculty sponsor indicating that he or she is aware that the student is applying for conference funding. Faculty sponsors should also cite why the conference would be beneficial to the student's academic or intellectual development.
- 5) Include verification of conference registration (i.e., an email indicating that the student has been accepted to attend the conference, a registration receipt or other evidence of conference registration). This evidence will also need to be presented to the GSA Budget Director following the conference for the student to receive reimbursement.