



PhD Student Conference Funding Policy and Procedures

A. Purpose

To establish the guidelines and process for distributing funding to PhD students to support their attendance at research conferences and workshops, which can aid in the professional development of PhD students while raising the profile of the Glenn College.

B. Audience

Glenn College PhD students

C. Policy and Procedures

Policy

The College may provide up to \$1,000 per year for conference travel, lodging, and registration fees to each PhD student presenting research at academic conferences and workshops, upon approval of the doctoral program director. PhD students may also request College funding to participate in a conference or workshop in a role other than presenter (e.g., doctoral student consortium or panel discussant), but presenting students will receive priority.

Students are encouraged to seek funding for conferences outside of the College first, including through conference sponsorships/awards and other OSU graduate-student funding such as the Graduate School's [Ray Travel Award](#). Students who have secured external funding to attend conferences receive priority for subsequent College funding requests.

Airfare must be booked through the university travel system and will be prepaid using College funds. Conference registration fees can also be pre-paid using College funds. The College will reimburse students for all other approved expenses upon receipt of the appropriate documentation required by university policy.

Procedures

PhD students interested in receiving College funding to cover conference travel must submit an application to the doctoral program director. The doctoral program has limited funds to spend on conference travel each year. Students submitting by the priority deadline each semester will be given full consideration for conference funding requests. The priority deadlines are **September 1** and **March 1**. While PhD students may apply for funding outside of the priority deadline, there is no guarantee that funding will still be available.

To submit a conference request, please send a one-page memo with the following information by email to the Director of Doctoral Studies:

1. The conference you will be attending
2. Dates of travel

3. Your role in the conference (presenter, discussant, chair, etc.)
4. The title(s) of your presentation
5. Short explanation of how your involvement in the conference helps further your academic and/or professional goals
6. Have you received conference funding from sources other than the Glenn College for prior conferences? When, how much, and from what source?
7. Have you pursued other funding sources for this conference? When will you be notified of the decision (if not already)? How much funding have you requested (or received) from other sources for this conference?
8. Have you received Glenn College conference funding in the past? If yes, please list the dates (month and year) of prior College funded conference travel.
9. A travel budget estimate (include factors such as registration fees, travel and hotel) and amount you are requesting if different than your estimate
10. Potential days and times for you to do a practice presentation before your trip; please coordinate this with the Doctoral Student Colloquium Director

The doctoral program director will review each conference funding application with consideration of the following criteria:

- Is the student making adequate progress in the PhD program, as indicated in the doctoral program handbook? This determination is based predominately on the most recent annual review. Students who are not making adequate progress are unlikely to receive College funding for conference travel.
- Is the conference a core public affairs conference, and will it further the doctoral student's academic and professional development?
- Has the student applied for or received funding for conference travel outside of the Glenn College in the past? How often and when?
- For students in their fourth year and beyond, has the student successfully defended a dissertation proposal? Priority within this group of students will be given to fourth year+ students who have successfully defended their proposals and who are on the job market.

The Director of Doctoral Studies will notify PhD students of the decision on conference funding requests by email (with a cc to the Glenn College Fiscal Officer) within two weeks of receiving the request, including the maximum approved dollar amount and list of approved expenses for the specific conference. Once approved, the PhD student must work with a Glenn College fiscal officer (Jenna Markle) to set up an eTravel request and authorization prior to incurring any expenses.