

## 2018-2019 PhD Student Conference Travel Awards

Graduate students who will be presenting posters or papers at scholarly conferences during the 2017-2018 academic year should submit applications directly to the DGS, Sarah Lyon, for funding. The department will offer awards to PhD students of *up to* \$200 for local conferences (e.g., Louisville, Cincinnati, Indianapolis, etc.), *up to* \$400 for domestic and international conferences. Students may only receive **one travel award** per year. Please note: these travel awards are not guaranteed and funds are limited. Applications for fall semester conference travel awards are due **Friday, September 15th** (late applications will NOT be considered for funding so plan accordingly). In order to ensure that we reserve sufficient funds for Spring travel awards, **we ask PhD students who plan to present at Spring conferences** to submit an e-mailed letter of intent by this same date. As soon as they have a confirmation of acceptance for their Spring conference travel, they should submit the full application. **Awards for attendance at national Spring conferences (e.g., SfAA's or SAA's) will not be granted to students who fail to submit the letter of intent.** Applications for travel to other conferences (e.g., regional or unexpected opportunities) will be considered on a rolling, first come basis. Graduate students who will be presenting at conferences scheduled before September 2018 should contact the DGS as soon as possible. Students are also encouraged to apply to the Graduate Student Congress for conference travel awards (see: <https://www.uky.edu/StudentOrgs/GradStudentCongress/awards.html>).

Please submit, via email, the following information as one single PDF or Word file directly to the DGS ([sarah.lyon@uky.edu](mailto:sarah.lyon@uky.edu)):

- The name, date, and location of the conference.
- The poster/paper title and abstract.
- Proof that the poster or paper has been accepted in the conference (a screenshot of the program or an acceptance email, for example).
- A proposed travel budget.

Please note that your application for a conference travel award stipulates your acceptance of the following conditions:

- Awards are taxable income and students are responsible for any tax reporting requirements (consequently, adequate records and receipts should be maintained).
- Students must be enrolled in coursework or dissertation credit hours (ANT 767) and in good standing in the department. Students with incompletes for any coursework are ineligible.
- Payment of funds is a reimbursement and cannot be guaranteed to occur before the travel date. Once a student is notified that they will be awarded funding, they should work with Ms. Catherine Brereton ([cabr223@uky.edu](mailto:cabr223@uky.edu)) to create a ticket in the A & S IBU system (referencing the "Graduate Student Travel Block Funding").
- Depending on available funding, awards may be for an amount less than the maximum allowed.
- If a student is unable to attend the conference for which the travel funding is granted, then the funds must be returned to the department.

- If the student is attending an international conference, then they must follow the policies related to [graduate student international travel](#) and register their trip with the UK International Center.