

## 2021-2022 PhD Student Conference Travel Awards

Graduate students who will be presenting posters or papers at scholarly conferences during the 2021-2022 academic year should submit applications directly to the DGS, Kristin Monroe, for funding. The department will offer awards to PhD students of *up to* \$300 for local conferences (e.g., Louisville, Cincinnati, Indianapolis, etc.), *up to* \$700 for domestic conferences, and *up to* \$900 for 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 24<sup>th</sup>** (late applications will NOT be considered for funding so please 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 (a full application will not be due until **February 4, 2022**). Graduate students who will be presenting at conferences scheduled before September 2021 should contact the DGS as soon as possible.

Please submit, via email, the following information as one **single** PDF or Word file directly to the DGS (kristin.monroe@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 department manager 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.