

May 1, 2017

To: Doctoral Students, Committee Chairs, and Advisors

From: PhD Office, SoN

Memo: Funds to Present at Conferences

For the 2017-2018 academic year, the Dean has set aside funds PhD students can use to present at conferences. Each student is allotted \$2,000 every other academic year. This amount can be applied to conference registration, abstract submission, travel to/from the conference site, and the stay at a hotel for a maximum of two nights. The process for receiving/using conference funds is as follows:

1. Identify appropriate national/professional conferences that are applicable to current field of study.
2. Meet with instructor/advisor/chair to review presentation possibilities. The instructor/advisor/chair must be willing to work with the student in developing the abstract and provide written approval of the abstract **prior** to submission to the conference.
3. Submit a copy of the abstract and approval letter/email from the instructor/advisor/chair to the PhD Program Director prior to submitting the abstract to the conference. Once all documents are received, the student will be notified by the PhD Program Director by email to submit the abstract.
4. If the abstract is accepted, the student must
 - a. Send a copy of the acceptance letter to the PhD Program Director
 - b. Meet with the Account Supervisor in the Dean's Office (currently Pam Fields) to initiate travel plans. Note: travel (i.e. Car, air, train, etc), hotel, and conference registration costs will be paid by the Accountant Supervisor upfront.
5. Following the presentation, the student must
 - a. Provide a copy of the published conference abstract to the PhD Program Director. Information will be used to also update school data bases.
 - b. Provide the Accountant Supervisor a copy of all travel receipts (i.e. parking, baggage, shuttle service)
6. If costs exceed \$2,000, the student is responsible for remaining charges.