

**Conference Travel Funds  
for students in Brooklyn College masters programs  
2011-12**

The Office of the Associate Provost for Academic Programs is pleased to announce a modest amount of funding available to support graduate student travel to disciplinary conferences to present papers or posters. Funds will be allocated through a competitive application process. Applications for fall and for spring/summer conferences will be considered separately.

Awards:

1. Funding of up to \$250 may be awarded to reimburse travel and/or registration costs for conference attendance to present a paper, poster, or creative project;
2. Conference travel funds are intended to subsidize, not cover all the costs of, conference attendance for presenters.

Qualifications: to qualify to receive conference travel funds, applicants must:

1. Be presenting a paper, poster, or creative production at a disciplinary conference;
2. Be a matriculated graduate student at Brooklyn College, registered for courses in the semester s/he applies;
3. Have completed a minimum of 6 graduate credits at Brooklyn College or document undergraduate research related to the conference topic;
4. Have a cumulative graduate GPA of at least 3.5.

Process: applicants should submit a complete application packet to the Office of the Association Provost for Academic Programs (3208 Boylan) by the deadline, including:

1. Completed application form;
2. Letter of acceptance from the conference or panel selection committee;
3. A letter of recommendation from the faculty advisor or graduate deputy;
4. A preliminary budget, including projected expenses for travel, lodging, and conference registration;

Successful applicants must present receipts for allowable expenditures up to the amount of the award within 2 weeks of conference travel to receive reimbursement.

Deadlines:

1. The deadline to apply for funds for fall 2011 conference attendance is September 27, 2011. Announcement of awards will be made by September 29, 2011.
2. The deadline to apply for funds for spring 2012 conferences is December 16, 2011. Announcement of awards will be made by December 20.

Questions? Contact Ms. Anselma Rodriguez, 3214 Boylan Hall,  
718-951-5771, [anselmar@brooklyn.cuny.edu](mailto:anselmar@brooklyn.cuny.edu)

