

## Psychology Student Conference Travel Grant

### **Guidelines and Application**

The purpose of this grant program is to help undergraduate and graduate students cover the costs of traveling to regional and national psychology conferences. Special emphasis is placed on supporting students who are presenting their scholarly work at a conference.

#### **Who is eligible?**

Currently matriculated undergraduate and graduate students who will be an author or co-author on a scholarly presentation at a professional conference may apply for this grant. Under some conditions, the committee will also review applications for reimbursement for conference participation in the past. These presentations must be presented in collaboration with a psychology department faculty member.

#### **How much funding is available?**

Up to \$300 may be awarded to a single applicant. The total amount awarded per student for a given academic year is also \$300. You are encouraged to seek additional sources of travel funding, several of which exist on-campus. These include the Student Association (<http://www.newpaltzsa.com>) for both undergraduate and graduate students, the Office of Student Research (for undergraduates; see: [http://www.newpaltz.edu/research/usr\\_opportunities.html](http://www.newpaltz.edu/research/usr_opportunities.html)), and the office of the Graduate School (for graduate students; see: <http://www.newpaltz.edu/graduate/grant.html>).

#### **How will award decisions be made?**

A committee of psychology faculty members reviews proposals and makes a recommendation to the department chair. If funds cannot cover all eligible applications, preference will be given to students not previously supported through this program.

#### **How do I apply?**

Your application must include the following:

1. Completed Application Cover Page
2. Copy of current internal transcript
3. Also include a copy of acceptance letter (for future conferences) or program (for past conferences that are still within the same fiscal year), showing your involvement in presentation(s)

Submit your completed applications to the Psychology Department Chair in JFT 314.

#### **When should I apply?**

There are two due dates across the academic year: October 1 and March 1 (see below). Applications submitted before these deadlines will receive full consideration, though the committee may, under special circumstances, also consider applications at other times of the year.

<b>If your conference is scheduled for...</b>	<b>...then you should apply by the following deadline:</b>
January	October 1 <sup>st</sup> of the previous year
February through August	March 1st
September through December	October 1st

*Incomplete applications will not be reviewed.*

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**Application Cover Page**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Local address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

**Conference Information**

1. Name of Conference: \_\_\_\_\_

2. City/State and Dates of Conference: \_\_\_\_\_

3. Which Psychology Department faculty member is co-authoring the presentation?  
\_\_\_\_\_

4. Briefly describe your contribution to the project and role in the presentation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you presented research involving human subjects, check here to indicate that the research received IRB approval:

Description of any applications for additional support and the status of those applications  
\_\_\_\_\_

5. Have you received funding through this program in the past? (*circle one*)    **Yes**            **No**

**Budget Information**

Please provide estimated or actual costs associated with the conference:

- Conference registration: \_\_\_\_\_
- Transportation (type: \_\_\_\_\_): \_\_\_\_\_
- Lodging: \_\_\_\_\_ days at \_\_\_\_\_ per day = \_\_\_\_\_

*Note:* Meals will be figured based on per diem rates.

*This application should be submitted to the Psychology Department Chair in JFT 314 along with an internal transcript and a copy of the conference program or acceptance letter showing your involvement in the presentation. Deadlines are March 1<sup>st</sup> and October 1<sup>st</sup>.*