DPELFS support for doctoral student attendance at conferences

The aim of this policy to provide support to current and recently graduated doctoral students to further their research (and eventual publication of that research). Upon receiving an award, it is understood that the student commits to submitting for publication within a reasonable time after the conference.

A. Students should request funding through a memo providing all related details of the conference (name, topic, location, costs, etc.) and attach an abstract of their presentation.

B. For a given conference, the DPELFS director will determine who receives funding and how much based on:

1. Priority will be given to students who have been accepted to present at a national or international conference. A notable state conference may be acceptable.

2. When more than one student requests funding to attend a particular conference, the director of DPELFS will determine priority and/or determine how the funds are granted to more than one person.

3. Awards will generally be limited to a maximum of the cost of transportation, registration, per diem, and hotel the night before and the night of their presentation (two nights maximum). In no case will the awards cover 100% of expenses.  The student is expected to cover at least 20% of expenses either themselves or from another source. The director will send the student a memo with the amount of the award.

4. In no case will an award exceed a total of $2,000. If a student has already attended a conference during doctoral study, the maximum subsequent award will be for registration only.

5. The award will be presented after completion of travel upon receipt of acceptable expenses on appropriate forms. The student may submit and receive payment for expenses already paid for before the conference if desired, but should do so all at one time. It is understood that in such a case, if the student does not attend the conference, all expenses paid must be reimbursed to DPELFS.

6. The student must complete all paperwork for expenses within two weeks of returning from the conference.