Student Conference Stipend Support – Travel Funds Procedure
March 12, 2015

Background
The Department has an allotment of funds (which may vary year-to-year) for students to support conference attendance. CUA LIS is eager to financially support students to attend a professional conference in return for reporting on their experience (usually via the department’s blog). Conferences include, but are not limited to, ALA, SLA, ALISE, AALL, VASSL and many others.

Criteria
The criteria used to evaluate requests:
- Students presenting papers, posters, etc. at professional conferences
- Student chapter leaders representing students bodies at professional conferences
- Preference given to students who haven’t received stipends for that calendar year
- Students who are not presenting at conferences are eligible but will receive funding at a lower priority.
- Recipients of grants must commit to report and/or blog on their conference experience.

To Apply

1. Applicants must submit their application at least 8 weeks before the conference at a minimum – earlier is better, e.g. to have time for early bird registration.

2. Applicants must submit the following:
   a. Name, location and dates of the conference
   b. Cover letter - explaining the circumstances, e.g. presenting, student officer, etc.
   c. Resume
   d. Cost information: Approximate total cost, other funding being sought, and amount requested, up to $500. Students are encouraged, when appropriate, to seek other funding in combination with this travel funding.

3. The Department Chair will evaluate requests and respond within one month.

4. A semi-annual cycle will be utilized. Application for conferences held in June-Nov. will be considered starting January 1, and conferences held Dec-May starting June 1st. This helps to ensure that funds are reasonably available throughout the fiscal year (May 1-Apr 30).

Students are encouraged to contact the Department as early as possible, before submitting a formal request.

This procedure implements a policy adopted by the faculty December 3, 2014.