

## **Student Conference Support – Travel Funds Procedure August 29, 2016**

### **Background**

The Department has an allotment of funds (which may vary year-to-year) to support conference attendance for students. 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, VAASL and many others.

### **Criteria**

The criteria used to evaluate requests:

- Students presenting papers, posters, etc. at professional conferences
- Student chapter leaders representing student bodies at professional conferences
- Recipients of grants must commit to report and/or blog on their conference experience.
- The travel support should be awarded only once per student per year.

### **To Apply**

1. Applicants must submit the [travel request form](#) at least 6 weeks before the conference at a minimum – earlier is better, e.g., to have time for early bird registration.
2. The Department Chair will evaluate requests and respond within one month.
3. A semi-annual cycle will be utilized. Application for conferences held June through November will be considered starting January 1, and conferences held December through May starting June 1. This helps to ensure that funds are reasonably available throughout the fiscal year (May 1--- April 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 on 03/12/2015.