

Film and Visual Studies (FVS) PhD Student Conference Funding Policy

The Film and Visual Studies (FVS) PhD program offers each graduate student conference support in the amount of \$500 per academic year. To be eligible for this funding students must:

- Be in good academic standing.
- Be enrolled full time in the PhD program in Film and Visual Studies.
- Be presenting a paper at the conference for which funding is being requested.
- Submit the completed FVS Request for Graduate Student Conference Funding Form four weeks before the conference start date. Applications that are submitted after the conference will not be considered.

Only approved accountable expenses can be reimbursed, these include:

- Transportation (by the most economical means available), lodging (excluding food), registration fees, and expenses related to presenting a paper (photocopying, etc.). Restaurant bills, and costs related to personal advancement are not reimbursable expenses.
- Support funds will not be provided in advance of the conference.
- Funds will be disbursed after the student has submitted to the graduate coordinator a reimbursement form with all appropriate receipts.
- All receipts for reimbursement must be submitted within 30 days of incurring the expense.

All application materials will be kept confidential.

Applicant Information:

Name: _____ Year Entered PhD Program: _____

Address: _____ Current G-Year: _____

Email: _____ Year of Expected Graduation: _____

Phone: _____ Date of Conference you wish to attend: _____

Conference Information:

Title of Conference: _____

Dates of Conference: _____ Location of Conference: _____

Will you be presenting a paper at the above referenced conference (circle one)?

YES or NO

If yes, what is the title of the paper you plan to present: _____

Please briefly describe the topic of your paper: _____

Please describe (in no more than 300 words) the conference you wish to attend, its connection to the field of Film and Visual Studies, and your reasons for attending:

Budget Information (please be as specific as possible):

Registration Fees: _____

Type of Transportation: _____

Transportation Fees: _____

Number of Nights Lodging: _____

Lodging Fees: _____

Other accountable expenses: _____

Total Accountable Expenses: _____

Total Funding Request (up to \$500.00): _____

What efforts have you made to reduce costs? What other funding sources have you consulted? Please list additional sources of funding you have applied for and/or received for this conference. Include fellowship support as appropriate: _____

Please attach a copy of the paper you will be presenting at the conference, along with confirmation from the conference that you will be presenting at the conference. Please return this form, and attachments to the Graduate Coordinator, Emily Amendola four weeks prior to the start date of the conference.

Remember, if you are approved to receive Student Conference Funding all receipts for reimbursement must be submitted within 30 days of incurring the expense or you will not be reimbursed.