

Kenneth P. Dietrich School of Arts & Sciences – Office of Graduate Studies

A&S PBC Conference Registration Grants for Presenters

Failure to read and follow all requirements in this document will compromise your funding.

ELIGIBILITY & GUIDELINES

A&S-PBC travel funds are available to graduate students in the Dietrich School of Arts & Sciences who are presenting at conferences and professional meetings, and who are enrolled in master's or doctoral programs in departments *other than* HPS or Philosophy.

For the duration of the University's response to the global pandemic, all travel and all travel-related funding are subject to University of Pittsburgh and Dietrich School guidance. This program helps cover the cost of student presenters' participation in in-person and online conferences. To be eligible, students must have completed 18 credit hours of graduate studies and be accepted as a presenter. The grant will cover up to \$150 towards online conference registration fees or up to \$400 toward eligible costs of participating as a presenter in an in-person conference. In AY2021/22, eligible students will be considered for up to two grants of up to \$150 each for two online conferences or for one grant of up to \$150 for one online conference plus one grant of up to \$400 for one in-person conference, until funds are expended.

Students who have held/currently hold appointments as Graduate Student Researchers (GSRs) or grant-funded fellows are not eligible if they have ever received, or are likely to receive in the future, conference/travel funds through their advisor or grants.

Pre-approval is not required for these funds. Proof of participation and presentation is required when applying for funds. Submit original receipts only. Receipts must be in your name. Foreign receipts must be translated. All eligible expenses must be incurred in accordance with University Policy 05-07-01 (<https://pext.pitt.edu/expense-reporting/>).

If you are not also receiving funds from your department toward conference costs, please submit your application and original documentation to asgrad@pitt.edu within 7 days of the conclusion of the conference.

APPLICATION SECTION I: All applicants must complete this section

Full legal name: _____ Date submitted: ____/____/____
Address: _____ City: _____ State/Province: _____ Zip: ____
Country _____
Phone: _____ Email: _____
Department: _____ Date(s) of meeting/conference: _____
Title of meeting/conference: _____
Name of organization hosting the meeting/conference: _____

Are you/have you ever been appointed as a Graduate Student Researcher (GSR) or grant-funded fellow?

Yes No

Have you received an expense reimbursement in the past (from any source)? Yes No

If you received an expense reimbursement previously, has your address remained the same? Yes No N/A

Do you have any outstanding travel advances from the University? Yes No

Have you completed 18 credit hours of graduate study at the University of Pittsburgh? Yes No

Are you receiving financial support from other sources toward your expenses related to this conference? Yes (complete form Section II) No

Signature: _____

SECTION II: Complete this section if you are receiving funding from *multiple sources* for your conference

Students must communicate with each office about all sources of funding so that the offices can coordinate on a single expense report in the Concur Travel & Expense system. Failure to communicate about all funding sources will compromise your eligibility. If you are receiving funds from your department, please submit your packet with all receipts and documentation to your department first, then have it forwarded to the A&S-PBC, A&S-GSO, and finally the GPSG (depending on applicability).

List all sources of financial support for this conference (i.e. Department, A&S-GSO, GPSG):

IMPORTANT NOTES

- Students who are receiving only A&S-PBC funds will be reimbursed through the Concur Travel & Expense system. A few days after your submission, you will receive an automatically-generated email that you must open and approve.
- If you are a GSR (or have been in the past), you must submit a letter from your advisor stating that you have never received and are not likely to receive funds through your advisor or grant (for this or future conferences). GSRs and other external fellowship- or grant-funded students (ex. NSF Fellows) who receive conference /travel funds are ineligible for A&S-PBC funds.
- If you have never received an expense reimbursement before *and* you are not paid by the University, you will need to submit a W-9 with your application.
- Students should not prepare their own Travel & Business Expense Reports for submission to the Office of Graduate Studies; these will be prepared by the Office.