

Student Funding for Professional Conferences

Each year, the School of Information Sciences (The iSchool) is able to provide a limited amount of funding to support student attendance at professional conferences. Students' expenses are partially underwritten by the iSchool. No student will receive funding to cover all expenses. All graduate students are eligible for this funding **one time** per fiscal year (for example: July 1, 2012 through June 30, 2013). Therefore, please consider your applications carefully, and prioritize your requests.

Funding for a given year is limited; it is granted on a competitive basis.

Please take the following steps in order to be considered for this funding.

1. You may apply for funding on this schedule:

If conference occurs between:	You may apply between:
July 1 - Sept 30	May 1 - Sept 15
Oct 1 - Dec 31	Aug 1 - Dec 15
Jan 1 - March 31	Nov 1 - March 15
April 1 - June 30	Feb 1 - June 15

2. Submit an application form by these deadlines.

3. Provide proof of either holding membership in the association which is hosting the conference or that you have a paper/poster accepted for presentation at the conference.

4. Ask your advisor to send an e-mail to Brandi Belleau at bbelleau@sis.pitt.edu, endorsing your application for funding.

Priority is given to students who meet one or more of the following criteria:

- Are invited to participate in a conference (e.g. present a paper or poster, serve as a speaker, moderator, panelist, etc.);
- Hold committee assignments within the association;
- Are nearing the completion of degree requirements, but will not have graduated at the time of the conference;
- Have maintained a high GPA;
- Are active members of student, local, regional, or national professional organizations (e.g. SISGO; Doctoral Guild; Diversity Student Organization; or the student chapters of ALA, ASIST or SLA).

If funding is granted, the students must do the following in order to receive the award:

- Abide by expense reimbursement policies -- The University has very stringent policies about reimbursement for travel expenses; the procedures will be explained prior to the conference.
- Complete an online "Summary of travel survey" upon your return (this will be e-mailed by Student Services to awardees). Student responses to the "Summary of travel survey" can and will be used in recruitment and marketing materials.
- Present original receipts for expenses, including proof of travel.

Travel Award Guidelines

Additional funding opportunity for graduate student travel

Revised 11/12/2012 | webmaster