

Anthropology Department Travel Grant Application

Eligibility:

Any current Anthropology major whose research is supported by an Emory anthropologist is eligible for funding for conference travel by the Anthropology Department. All applicants must solicit financial assistance via a Conference Travel Grant through Emory College Undergraduate Research Programs prior to submitting a request to the department.

Due to limited funds, no student will be eligible for more than one departmental travel grant in any one fiscal year (Sept 1 – Aug 31). Priority will be given to students who have not yet participated in a national or international conference during their Emory career. Funds available during a given academic year will be partitioned equally between the fall and spring semesters and dispensed on a competitive basis during that semester. Funding for students presenting a talk or poster will be given priority over students seeking only to attend. See full guidelines below.

Amount of funding:

Having applied for travel funds from Undergraduate Research Programs, students will be eligible to receive departmental funding up to \$750 (see below). In exceptional cases, funding may exceed these amounts at the discretion of the Travel Grants Committee.

Presenting at a domestic conference:	\$500 maximum
Presenting at an international conference:	\$750 maximum

Eligibility at the rates quoted above implies that the student is the sole presenter of the work (*i.e.*, others may appear on the author line, but only one student will be presenting at the conference). If multiple students are to present a single work (*e.g.*, a poster), the awards are as follows (domestic/international): 2 students (\$500/\$750 each), 3 students (\$300/\$500 each), or 4 students (\$200/\$350 each).

Application instructions:

- First, apply for a Conference Travel Grant through the Emory Office of Undergraduate Research.
- Complete the attached Anthropology Conference Travel Grant application.
- Application must be accompanied by:
 - an itemized list of ALL anticipated expenses (including quotes (*e.g.*, for airfare, lodging) when possible
 - the abstract for the paper/poster to be presented
 - signature of support from the sponsoring faculty member
- Submit all documents in person or via email to the Undergraduate Program Coordinator

Applications will be accepted on a rolling basis until funds are exhausted.

Additional Details:

Students may request the use of the Department credit card to arrange travel (*e.g.*, plane tickets) or conference registration. Please contact the Anthropology Department Coordinator for details. The credit card generally cannot be used for lodging. Cash advances cannot be issued by the Department.

Each student is responsible for their own award, payment, and reimbursement. Thus, each student should have their own set of itemized receipts for expenditures. If multiple students share a hotel room (or transportation), each student should pay for their own portion of that bill and present their own receipt for reimbursement. Conference hotels are typically willing to split bills. Students should not reimburse each other with cash or by other means. For reimbursement, itemized receipts associated with the travel award must be submitted to the Anthropology Undergraduate Coordinator within 30 days of travel.

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Applicant name: _____ Date of application: _____

Faculty sponsor: _____

Name, location, and dates of conference or event: _____

Is the conference/event: ___ Domestic ___ International

At this conference/event, will you be: ___ Presenting research
 ___ Other (please explain: _____

Type of presentation: ___ Poster ___ Oral ___ Other

Total amount requested from the Anthropology Department: _____

Other students presenting this work: ___ I am the sole presenter

Last names only: _____

Have you applied for support for travel from any other source? ___ Yes ___ No

If "yes," please identify the source and amount of funding received:

If "no," please explain why you have not sought funds from other College sources:

Have you received travel support from the Anthropology Department previously? ___ Yes ___ No

If "yes," did you receive funds earlier *this* fiscal year (Sept 1 – Aug 31)? ___ Yes ___ No

Please attach the following:

- itemized list of ALL anticipated expenses (e.g., transportation, housing, food, conference registration), even if you plan to have it covered by another source. Please be specific and clear in identifying and justifying these expenses. Include documentation where possible.
- abstract of the presentation, if applicable.

By signing below, you are indicating that you have read and understand the instructions for the award and are providing accurate estimates of the cost of travel to the best of your knowledge.

Signature of Student Applicant

Signature of Sponsoring Faculty Member