

Doctoral Student Travel Fund

Office of Doctoral Studies • 82 Washington Square East, 2nd Floor, NY, NY 10003-6680 • (212) 998-5044

Student Information

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First Name	Last Name	ID Number
Street Address	City State Zip	Email Address
Department	Program	Name of Advisor / Committee Chair

Conference (Name of Sponsoring Organization)	
Conference Location	Conference Date(s)
Title of Paper Accepted for Presentation	
Advisor or Dissertation Committee Chair Signature	Date
Student Signature	Date

Instructions: Review the application criteria listed below. Complete the above information and have your advisor or Dissertation Committee Chair sign above. Attach a one-paragraph abstract of the paper and correspondence indicating the acceptance of the paper by the conference and submit this form **no later** than four weeks prior to the conference date and in accordance with the deadlines below. If approval for funds is granted, you will be required to submit receipts for all expenses for which you are requesting reimbursement. **Requests will be considered as funds are available, will be considered for documented expenses only, and will not exceed \$500.00.**

Important Information: The Doctoral Student Travel Fund provides a maximum of \$500.00 for expenses associated with presenting papers at scholarly and professional conferences. Reimbursement is limited to expenses for travel, food, lodging, and conference fees. NYU**Steinhardt** doctoral students who meet the criteria outlined below are encouraged to apply for funds by filling out and returning this form to the address above in accordance with the following deadlines:

Spring semester – February 1st, Summer semester – May 1st, Fall semester – October 1st.

Criteria and Required Attachments:

- Applicants must be fully matriculated doctoral students registered in The Steinhardt School of Culture, Education and Human Development
- The applicant's paper must be accepted for presentation at a scholarly or professional conference (attach a one-paragraph abstract of the paper and correspondence indicating the acceptance of the paper by the conference)
- The paper being presented must be related to the applicant's dissertation topic
- Approval from the advisor or dissertation committee chair is required
- Applicants may receive this award only twice as doctoral students in The Steinhardt School of Culture, Education and Human Development. Students may apply once prior to the approval of the dissertation proposal and once after the dissertation proposal has been approved.

For NYUSteinhardt Office of Doctoral Studies Use Only	The student named above meets eligibility requirements for the Doctoral Student Travel Fund	
	Office of Doctoral Studies Approval Signature	Date