**APPLIED PSYCHOLOGY UNDERGRADUATE PROGRAM**

**APPLICATION FOR CONFERENCE RELATED FUNDS**

**WHAT TO SUBMIT:**

1. The completed reimbursement application.  
   (Late, incomplete, or illegible applications will not be considered.)

2. One form of documentation that you will be attending the conference.
   The following are acceptable forms of documentation:
   A. Confirmation of registration for conference
   B. Hotel/travel confirmation
   C. Conference program or schedule of events, that lists your name as a presenter, if applicable
   D. Letter from your research mentor, stating that you will, in fact, present at / attend the conference
   E. If you hope to present at a conference, but have not yet heard whether your submission was accepted, you may include a letter stating that. In the letter, please include the date by which you expect to know whether or not your poster was accepted. (This information is typically provided by the conference organizers, and is readily available on their websites.) Once your submission is accepted, however, you will need to provide an additional form of documentation that you will, in fact, be attending the conference (see options A – D above).

3. An itemized budget of costs you expect to incur.
   Please be sure to keep all original receipts. You will be required to submit original receipts documenting all expenses at a later date.

4. A typed narrative statement (not to exceed 300 words).
   The statement should provide an overview and explanation of your involvement with the conference, and its importance to your professional development.

   Upon your return from the conference, please submit a revised version of your narrative statement, in which you reflect upon your experiences at the conference.

   *Please note that this statement might be posted on the Applied Psychology website.*

**HOW TO SUBMIT:**

1. Please place the application and all required supplementary materials (see below) in a manila envelope.

2. Place the envelope in Dr. Gigliana Melzi’s mailbox. Her box is located on the 5th floor of the East Building (239 Greene Street).

**WHEN TO SUBMIT:**

*Applications are due on March 10th, 2010.*
APPLIED PSYCHOLOGY UNDERGRADUATE PROGRAM
APPLICATION FOR CONFERENCE RELATED FUNDS

NAME: _____________________________          NYU ID NUMBER: N __ __ __ __ __ __ __ __

MAILING ADDRESS: __________________________________________________________

EMAIL ADDRESS: ____________________________________________________________

FUNDING USE: (CHECK ONE)

☐ PRESENTING AT CONFERENCE          ☐ ATTENDING CONFERENCE

☐ OTHER (SPECIFY) __________________________

NAME OF EVENT: ____________________________________________________________

DATE OF EVENT: _______________________

AMOUNT REQUESTED: ____________________

CHECKLIST:

☐ I HAVE ATTACHED DOCUMENTATION THAT I WILL BE ATTENDING THE EVENT.

☐ I HAVE ATTACHED AN OVERVIEW OF MY PROPOSED INVOLVEMENT AT THE EVENT.

☐ I HAVE ATTACHED A COPY OF MY BUDGET.

☐ I UNDERSTAND THAT I AM EXPECTED TO KEEP ALL ORIGINAL RECEIPTS, AND THAT I MAY BE ASKED TO SUBMIT THEM AT A LATER DATE.

SIGNATURE OF APPLICANT: ________________________       DATE: _________________