



## MEMORANDUM

FROM: Ashley Leeds, Director of Graduate Studies, Political Science  
TO: Political Science Faculty and Graduate Students  
DATE: December 1, 2014  
RE: Policy for Funding Graduate Student Conference Participation

Current students in good standing may request funding to offset the costs of participating in academic conferences. These requests must be made at least one week before the first day of the conference in which the student plans to participate (and preferably earlier). Requests should be made in the form of an email to the Director of Graduate Studies (DGS) and a staff member designated by the DGS (currently Erik Tanner). A separate request must be made for each conference. Each request must include the following information:

1. The name of the student requesting funding.
2. The proposed form of participation (e.g., paper presenter, poster presenter, discussant, job interviews).
3. If paper or poster presentation, a list of co-authors.
4. An indication of whether the proposed participation has been accepted by the conference organizers.  
(Please include acceptance information.)
5. A statement of other possible sources of funding, if any.
6. The amount requested and an itemized budget including specific information about conference registration fees, airfare, hotel charges, etc.

The DGS will make a decision to approve the request, deny the request, or to approve an amount different from that requested. In making these decisions, the DGS will take into account the following considerations:

1. The level of funding for graduate student travel available and anticipated demands on that funding.
2. The nature of the proposed participation.
3. The value of the conference to the student's development as a scholar.
4. The student's stage in the program.
5. The number of conferences for which the student has requested funding in the given academic year.
6. The student's past record of conference participation.
7. The student's academic record and performance evaluations.

If a student plans to present research at a conference in the form of a paper or poster, the student must present the research at Rice before the conference (for instance, in one of our workshops) as a condition for funding, except in cases in which this requirement is specifically waived by the DGS.

In order to receive reimbursement, a student must provide receipts for expenditures and proof that he/she participated in the conference in the capacity for which funding was approved (e.g., a conference program listing the paper presented).