



Department of Anthropology Schwartz Family Foundation Conference Fund Application

Guidelines

Starting October 9, 2013 for Academic Year 2013-14, students will be eligible for a maximum of \$2,000 during their graduate career with no more than \$1,000 going toward one trip. Additional funds may be made available if an urgent need is demonstrated, such as an interview at a professional meeting for a tenure track position.

If by October 9, 2013 you have already reached your maximum of \$2,000 during your graduate career at Yale, you are eligible for a one-time conference travel capstone award of \$1,000.

If you secure funding for conference travel from outside of the Anthropology Department, we will provide a one-time matching award up to \$500 which would not count toward your \$2,000 maximum.

If necessary, applicants will be prioritized based on past Schwartz Family Funding. For example, someone who has received no funding will be given priority over someone who previously has received an award.

All applications will be reviewed by a faculty committee consisting of the Chair, DUS, and DGS.

Funding is subject to resource availability.

Other sources of conference travel support include the [Yale GSA Conference Travel Fellowship](#), [MacMillan Center](#), and the [Yale Institute for Biospheric Studies](#). Archaeology students should also consult with their advisors to explore resource opportunities within Archaeological Studies. Likewise, all students should consult closely with your advisor to strategize the pursuit of other possible opportunities within your specific research areas.



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Student Name: _____
Local Address: _____
Local Telephone Number: (____) _____ - _____ Year of Study: _____
Applicant must be a matriculating Anthropology Ph.D. student to apply.

Conference: _____
Date(s) of Conference: _____
Location of Conference: _____

Presenting a paper? Yes No **REQUIRED: Please attach a paragraph essay regarding your request and include a copy of the program, letter or web announcement.**

Budget Request:

Conference Registration	\$ _____	(Exclude membership fees; not reimbursable)
Airfare/Train	\$ _____	Dates of travel: _____ From/To: _____ (attach price quote) Dates/Times of Travel: _____
Ground Transportation	\$ _____	Explain _____ If driving to a conference the department mileage rate is .30 per mile for the car owner plus tolls and parking. Other occupants do not qualify for reimbursement –Attach a copy of mapping application to document number of miles expected.
Hotel Accommodation (Your Total Cost)	\$ _____	(attach price quote) Shared? <input type="checkbox"/> Yes <input type="checkbox"/> No If shared, all shared accommodations must be split between roommates. Please list your roommates: _____ Your cost per night _____
Per Diem Meals (\$30 maximum)	\$ _____	Exclude any meals supplied by conference or others. Only include the days of your attendance at the conference.
Other: _____	\$ _____	
Total Expenses:	\$ _____	
Total Request	\$ _____	(\$1,000 maximum 7/1-6/30 annually)

Please list your lifetime total funding you have received through the Schwartz Fund:

\$ _____

Please sign below and obtain your advisor's signature; then submit the completed application with attachments to the Department Registrar's Office, 10 Sachem Street, Room 102. The Department Registrar will then submit the form/attachments to the DGS and Chair for their review. Thank you.

Student Name: _____

Ph.D. Anthropology Graduate Student's Signature Date

Faculty Advisor's (Anthropology) Signature Date

Director of Graduate Studies' Signature Date

Chair's Signature Date



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Awards will be processed and paid in the fiscal year in which the event takes place. Awards will be processed through the Graduate School Payroll System (GSPS). Upon 30 days from your return from the conference, a summary of your attendance and a copy of all receipts must be turned in to the department except per diem meals. If you do not attend the conference, you must immediately notify the department registrar's office. In turn your award will be cancelled, thus either deducting this amount from any current or future GSPS payments or writing a check to reimburse Yale. If you are not currently receiving any funding, a check payable to Yale University in the full amount must be returned to the department office within 5 business days of your knowledge of any changes. A cancellation of attendance will result in previously awarded funds to be deducted from future payments. If expenses exceed the amount approved, no additional reimbursements will be approved.

Revised 10/9/2013

<p>Office Use: Received by: _____ Received date: _____ FY: _____ Registrar's review date: _____ Current year request: \$ _____ Lifetime amount with this request \$ _____ GSPS enter date: _____ Lifetime tracking enter date: _____ SR e-file enter date: _____</p>
