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.
Department of Anthropology
Schwartz Family Foundation Conference Fund Application

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 $ ______________  (attach price quote)  Shared?  Yes  No
 (Your Total Cost)
 If shared, all shared accommodations must be split between roommates.

 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 ____________________________
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

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: _______________