**Policy on Student Conference Stipends**

**December 2014**

**Background**

The Department has an allotment of funds (which may vary year-to-year) for students to support conference attendance. This policy, adopted by the faculty December 3, 2014, addresses four areas: 1) What criteria should be used to evaluate requests? 2) Who should evaluate requests? 3) How to  ensure timely responses; timeline for submittal, evaluation and responses and 4) How to ensure that funds are reasonably available throughout the fiscal year (May 1-Apr 30), so that we don’t run out of funds for events near the end of the fiscal year, which students may not become aware of until later in the year.

Students are encouraged to contact the Department as early as possible, before submitting a formal request.

**Policy**

1. The criteria used to evaluate requests:
* Students presenting papers, posters, etc. at professional conferences
* Student chapter leaders representing students bodies at professional conferences
* Preference given to students who haven’t received stipends for that calendar year
* Students who are not presenting at conferences are eligible but will receive funding at a lower priority.
* Recipients of grants will be expected to report and/or blog on their conference experience.
1. Chair will evaluate requests

1. To ensure timely responses; timeline for submittal, evaluation, the application should consist of the name of the conference, dates, a budget / dollar estimate and justification, (1 page or less, include circumstances like presenting, student officer, etc.). The Chair will respond with a decision within one month of application.
2. In order to ensure that funds are reasonably available throughout the fiscal year (May 1-Apr 30), so that we don’t run out of funds for events near the end of the fiscal year, which students may not become aware of until later in the year – A semi-annual cycle will be utilized. Application for conferences held in June-Nov. would be considered starting January 1, and conferences held Dec-May starting June 1st.