



## MPS Student Conference Travel Grant Form

### Before you begin

The Information Science MPS program provides a limited number of grants to graduate students who are invited to present papers or posters at professional conferences.

### Eligibility

- Recipients must be enrolled (full-time or In Absentia) in the MPS degree program and be a registered student during the term in which the conference takes place.
- Students must be presenting a paper or poster at the conference for which funds are requested. In the event of dual authorship of a paper/poster accepted for presentation, only the presenting author may receive an award.

### Application Procedure

1. A CV and a one-page statement of why you are attending. The statement should include the following:

- Name, date, and location of the conference
- Your status at the conference, e.g. presenter, panelist, attendee, etc.
- How attending the conference will contribute to your career development? What you'll do at the conference to help promote the MPS program?

2. Proof of the acceptance of the paper should be attached to the application.

**\*\* If notification of acceptance has not been received before the application deadline, do not wait; submit the application conditional upon its acceptance.\*\*** Upon receipt of the proof, please promptly send it to Olivia Howarth (oah23@cornell.edu) and copy the Director of the MPS Program Gilly Leshed (gl87@cornell.edu)

### Deadlines

- Students will be notified via email that the conference grant has been awarded.
- If a student does not attend the conference, they should immediately contact Olivia Howarth (oah23@cornell.edu). Note: if already disbursed, that amount will be required to be paid back to the amount of the grant. This award is taxable. International students from non-tax treaty countries will automatically have 14% deducted from the award.
- Application must be submitted 6 weeks before the travel date.

### Reimbursement

- Students must submit travel receipts no later than 30 days after you return from your travel.
- No meal receipts are required. Only lodging and travel receipts are required.
- Turn receipts into Janeen Orr (jmo10@cornell.edu) along with a copy of this travel form.
- Enroll in direct deposit prior to leaving on your trip at <https://www.dfa.cornell.edu/accounting/topics/accounts payable/directdeposit>.

## Instructions

- Please read the instructions for this form carefully before completing it. Failure to adhere to the eligibility requirements and application procedures could lead to a denied request.
- In addition, please attach the following:
  - 1) A brief statement on the relevance of the conference/meeting to your research
  - 2) Your CV
  - 3) Proof of paper/poster acceptance. If available, proof of acceptance must be submitted to be eligible for award.
  - 4) Send the completed form and required attachments via an email PDF to Olivia Howarth (oah23@cornell.edu), Gilly Leshed (gl87@cornell.edu)

## Information

First Name:

Middle Initial:

Last Name:

NetID:

Cornell ID number:

Name of conference for which you are requesting funds:

Conference location:

Conference start and end dates:

Nature of participation:

Paper?

Poster?

Other (specify):

Requested Amount:

Signature

Date

*The information I have given in this application is true and correct. I will travel as indicated on this application and will notify the Information Science MPS program immediately if travel does not occur. If the reimbursement has occurred prior to my notification of non-attendance I understand that I will be required to pay back the amount awarded with any finance charges that may accrue.*

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_

Director Approval:  Yes  No

Amount: \_\_\_\_\_