

AGSA Conference Travel Grant Application and Guidelines

Applicants:

Please complete the application in full using the PDF form provided on the AGSA website at www.agsaatutsa.org. Applications will ONLY be accepted through the website. You will also be required to upload a PDF version of your CV on the website as part of your application. ***Incomplete applications will not be considered for funding.***

The Fall semester deadline for submission is **O 15th, 2011.**

The Spring semester deadline is to be determined.

Eligibility and Requirements:

- Applicants must be an Anthropology graduate student in good standing at UTSA.
- Applicants must be registered for at least one credit hour for the semester in which the applicant is applying for funds to travel to a conference. For example, if you will be traveling in November, you must be registered for the Fall semester.
- Applicants must be presenting a paper, poster, or other appropriate research at an anthropological conference with documented acceptance from conference organizers (email confirmation or page from conference program are acceptable). If applicant has not received conference acceptance by the AGSA Conference Travel Grant application deadline, the award review committee may agree to award funds provisionally until applicant provides confirmation. Should the applicant fail to provide documented acceptance from conference organizers within a reasonable period of time from award date, the award review committee reserves the right to withdraw the provisional offer of funding.
- It is strongly recommended that you practice your presentation prior to attending your conference at an AGSA mini-symposium or presentation workshop, arranged through the AGSA workshop coordinator.
- As a condition of accepting the award, awardees will be required to serve on the travel conference review committee the following semester, or no later than one year after receiving the award. At the discretion of the AGSA conference travel grant review committee, the required service may be postponed or exempted under special circumstances. Please notify the committee of any special circumstances that would prevent your ability to serve in future upon receipt of your award.
- Upon acceptance of award, each awardee must submit a brief statement of support from their faculty advisor in the Department of Anthropology to verify that the applicant is an anthropology graduate student in good standing, and that participating in the conference is beneficial to the applicant's professional development.

Guidelines:

- Individual awards will usually not exceed \$150, dependent upon available funds, and will be split equally among awardees. Applicants will be notified of funding decisions within three weeks of application deadline.
- Applicants may apply for funding retroactively after conference participation; however, conference dates and application deadline **MUST** be within the same semester.
- The AGSA conference travel grant review committee will consist of a minimum of two student reviewers and the AGSA faculty advisor, with rotating student membership each semester the awards are offered. The number of student reviewers will be contingent upon the amount of applications received. Final funding decisions will be made through a majority vote of the AGSA conference travel grant review committee.
- Students are not permitted to submit applications to the AGSA conference travel grant during the semester that they are serving as committee reviewers.
- The AGSA conference travel grant review committee will make every effort to expedite distribution of funds to awardees prior to conference participation when possible; therefore, it is imperative that awardees notify the committee of their award acceptance, and provide the required supporting documentation in a timely manner.

AGSA Conference Travel Grant Application Form

Personal Information

Name: _____ Student ID #: _____

Address: _____

Email: _____ Preferred telephone: _____

Master's Student Ph.D. Student Credit hours this semester: _____

Faculty advisor: _____

Conference Information

Name of the conference: _____

Associated organization: _____

Dates of the conference: _____

Title of your presentation/poster: _____

Abstract of your presentation:

In the box below, please provide the presentation abstract you have submitted.

Received confirmation of abstract acceptance from conference organizers (e.g., acceptance letter/email from conference organizers, or a page from the conference program).

Budget Information

Please itemize your expected costs below:

Conference Registration Fee:	\$ _____
Estimated Airfare (if flying to conference):	\$ _____
Estimated Fuel Expenses (if driving to conference):	\$ _____
Estimated Lodging Expenses:	\$ _____
Estimated Food Expenses:	\$ _____
Printing Costs:	\$ _____

List any other funding sources you have applied for, and whether they are pending or received.

*****Please upload a current CV with your application. There is an additional place on the website to upload a pdf version of your CV.**

Written Essay

In the box below, please provide a written statement of no more than 500 words. Include a brief synopsis of your presentation, why you chose the conference you are participating in, and how participation at this conference will contribute to your professional development. Additionally, please provide a brief description of your past participation in AGSA, and/or any other departmental activities that have enhanced your academic career (e.g., AGSA committee service, workshop presentation, brown bag lecture series, etc.).

By your signature, you agree to all of the terms and conditions of the AGSA Conference Travel Grant and certify that the information provided on this application is accurate and complete to the best of your knowledge.

Signature: _____

Date: _____