

Checklist for Conference PDS Applications

Application

Please complete all of the following steps in your request for **conference funding**:

- ___ Fill out the [Conference Participation Support Application](#).
- ___ Attach an abstract of your presentation, if applicable, or a brief statement (200 words or less) about how this participation will advance your graduate education.
- ___ Fill out the Budget worksheet (second page of application).
- ___ Include documentation to support your budget requests (**do not include any original receipts**; these documents should be online quotes and resources that support your estimates):
 - ___ hotel information (quote)
 - ___ airline or other travel information (quote)
 - ___ conference announcement
 - ___ currency conversion (if applicable)
 - ___ other items that justify your estimated expenses

If you have questions about the budget worksheet or the supporting documents, please consult the [Expenses and Budget Guidelines](#) on the GSAS website or contact Leah Carswell, leah.carswell@emory.edu.

- ___ Ask your advisor and the DGS to sign the finished documents.
- ___ Make a copy for your records and submit the application and supporting documents to the Graduate Program Coordinator. She will submit your application to the Graduate School.

Approval

The committee meets on the **15th of the month** to discuss conference participation support requests. Please submit your application as much in advance as possible to allow for processing before the meeting. Consult the [PDS calendar](#) for specific meeting and notification dates.

Once your application has been approved, you will receive an e-mail notification from the Graduate School confirming the amount of your award.

Reimbursement

- ___ Submit your **original receipts** and a **reimbursement form** (on the Graduate Student Learnlink conference) to [Leah Carswell](#).
- ___ Once you receive your reimbursement, complete the [Conference Participation Report](#).
- ___ Attach the portion of the conference program or equivalent that contains your name and session title (if applicable).
- ___ Ask the reimbursing administrator ([Leah Carswell](#)) to sign the report.
- ___ Submit the completed report to the Graduate Program Coordinator. She will deliver it to the GSAS.