

COLA STUDENT CONFERENCE FUND APPLICATION FORM

Applicant's Name and Email: _____

Home Department: _____

Faculty Sponsor's Name and Email: _____

1. The title of the paper/poster, conference, dates, and location

2. The abstract submitted to the conference

3. A detailed budget; eligible expenses include conference registration, transportation, accommodations, and meals. (If students are presenting with other students, shared accommodations will be preferred when possible). Maximum grant amount is \$500. If the budget is more than \$500, a description of how the rest will be paid for must be submitted.

Faculty Sponsor _____

Dept. Chair _____

The proposal and documentation must be submitted electronically to the sponsoring faculty member, who must indicate approval and send this on to the student's home department chair. The department chair will indicate approval and send this on to COLA Assistant Dean John Smithgall at jssgla@rit.edu .