Yale Graduate School Assembly
Conference Travel Fund Application Instructions

Application Checklist:

Only completed applications will be considered. A completed application must include the following:

1. Completed CTF form (Sections 1 – 4)
2. Abstract (maximum of one page and submitted through Section 4)
3. Acceptance from conference organizers (submitted through Section 4)
4. Letter of Recommendation (submitted by Advisor/DGS/PI using the online form).

Notes about the Application:

This application is a digital form that is to be filled out through the Qualtrics survey software online. For the long answer questions it is recommended to type your answers into Microsoft Word (or similar program) to check spelling and save your answers. Please see the Instructions for Submitting Your Application below for more information.

It is to your advantage to provide as much information as possible about your application. This is a highly competitive fund and the more information you give the review committee the better they are able to judge your application.

It is no longer necessary to make your application anonymous. While the GSA realizes that a body of your peers will be reviewing the applications, it is felt that this process is the same as applying for funding through other sources. All necessary actions will be taken during the review process to remove possible conflicts of interest by members of the review committee.

You are eligible to have an application for a given conference reviewed by the CTF committee twice. If your CTF application is deemed ineligible during this cycle you are still eligible to apply in the future, but you will have to submit a new application package. You may want to retain answers to your application in a digital form for your records prior to submission. Please note that we cannot return applications.

To determine if you are eligible for apply please see the GSA website for the eligibility requirements.

PLEASE DO NOT include CVs, conference programs, a copy of the paper or poster to be presented, bibliographies and other materials that are not items 1-4 as listed above.

For more information please see the GSA CTF website:
    http://gsa.yale.edu/conference-travel-fund

General Application Instructions:

Please avoid using all abbreviations unless defining them within the application. For example, for Part 2 Question 1) Sponsor Organization, if the sponsoring organization is the Modern Languages Association, please out the full name of the organization with the abbreviation afterwards: Modern Language Association (MLA).

Your application must be typed. No handwritten applications will be accepted. This is for your benefit and the benefit of the review committee.

Submission of the CTF is through the Qualtrics survey software. Please see the submission instructions below on how to submit the application.

The letter of recommendation must be submitted separately by your advisor through another Qualtrics survey.

Section 1: Applicant Information Instructions

1.1) **Student ID** – 10 digit number. This can be found either on the bottom left corner of your student ID or on the front page of the Yale University Student Information System: www.yale.edu/sis
1.3) **Program Type** – Please state the terminal degree you are currently seeking.
1.6) **Division** – Please choose the division under which your department is considered. If you are unsure of the answer, please consult with your department's registrar.
1.7A) **Person writing letter of recommendation** – The name of the person who will be submitting a letter of recommendation on your behalf.
1.7B) **Title** – The title of the person who will be writing the recommendation

Section 2: Conference Information Instructions

2.1) **Conference Title** – The title of the conference you are attending. If it is the annual meeting of a particular organization, please be sure to list which year you are attending.
2.2) **Sponsor Organization** – The Organization sponsoring the conference. Please do not use an abbreviation here.
2.7) **Have you previously applied for the CTF for this conference** – You are allowed to submit an application for a given conference twice. If you have applied for funding in the past but did not receive funding, please list the month and year under which your application was previously reviewed in the box below your chosen answer. If you have received funding for this conference in the past you are ineligible to have your application reviewed again in an attempt to receive more funding.
2,8) **In your time at Yale, have you previously received funds from the GSA CTF?** – Please list if you have ever received funds from the GSA's Conference Travel Fund in the past. If you have, please give the total of any award(s) you have received and the date(s) (month / year) when you received the funds in the box below your answer.
2.9) **How would this conference be beneficial to your academic and professional development?** This question is your time to justify your attendance at the conference for which you are applying. Please provide as much information as possible to help the reviewers judge your reasons for attending the conference.

Section 3: Budget Instructions

For specific items, you can submit a short description of items included in each category to the left of where you list the dollar amount.

3.1) **Transportation Costs** – This can include the cost of transportation to / from the conference and while at the conference.
3.2) **Accommodations** – Please list the rate per night along with the total number of nights you are staying. The total should be listed in the final box. If your accommodations are included in the conference fees, please list $0 in all boxes and state that this is the case in the description box for 3.3.
3.3) **Conference Fees** – Please list out what all your conference fees cover. Typical items include but are not limited to registration, organization membership, some meals, occasionally lodging.
3.4) **Total Cost of Conference** – Please list out the total costs incurred during the conference (sum of 3.1 to 3.3).
3.5) **Available Departmental Funds** – Please list out funds that are available to you through your department for the purpose of attending conferences.
3.6) **Funds available through other sources** – This can include (but is not limited to) funds available to you from your advisor, other sources at Yale, the conference, a grant / fellowship, or other funding sources not listed.

3.7) Remainder of conference unfunded – This amount is the Total Cost of the Conference (3.4) minus any funds you have received from other sources (3.5 and 3.6). The amount remaining unfunded may exceed $1000, however the maximum CTF award will not exceed $1000.

3.8) Additional Details – Please include any and all steps you have taken to reduce costs for attending the conference. For example, splitting costs with other attendees for hotel, transportation, etc, using frequent flier miles, attempts made to locate other funding.

Section 4: Additional Files

For files that are to be attached to the application, please use a file format that is universally recognized. PDFs are best, although Word documents are also acceptable.

4.1) Letter of Acceptance from Conference Organizers – A document from the conference organizers stating that they wish for you to present at the conference. Your name and the name of the conference must appear in this document. Copy of an email is acceptable. Please name the file using the following convention: Firstname_Lastname_acceptance.pdf (or .doc(x))

4.2) Abstract – The abstract for the presentation you are giving at the conference. If you are giving more than one presentation, please include all abstracts in one document. Please name the document using the following convention: Firstname_Lastname_abstract.pdf (or .doc(x))

Instructions for submitting your application

1) To submit your application, you will need to begin the Qualtrics GSA CTF application (https://yalesurvey.qualtrics.com/SE/?SID=SV_2hs0EzPuPjeH1e5). The application is set up like a survey.
2) Fill out the application.
3) **For Part 4 of the application, please save your attached files using the following naming convention for the file name:** Firstname_Lastname_abstract.pdf (or .doc(x)) and Firstname_Lastname_acceptance.pdf (or .doc(x))
   a. Ex: Student is John Doe, filename would be John_Doe_abstract.pdf
4) Your application is not considered complete until your advisor / DGS / PI submits a letter of recommendation on your behalf.
5) Applications are due by 11:59:59pm Eastern Time on the day of the deadline for both the student and faculty portions of the application.
6) Qualtrics will automatically send you an email (as long as your email address was typed correctly) after you have submitted your application. In addition, it will send a reminder email to the person writing your recommendation letter.