



Conference Travel Fellowship Information Session

MARCH 23RD, 2023

Session Overview

- Please raise your hand (in person) or put questions into the chat (Zoom)

Outline

- What is the CTF?
- How to apply
- When should you apply?
- Questions

What is the Conference Travel Fellowship (CTF)?

\$180,000 Fund provided by the Graduate Student Assembly (GSA)

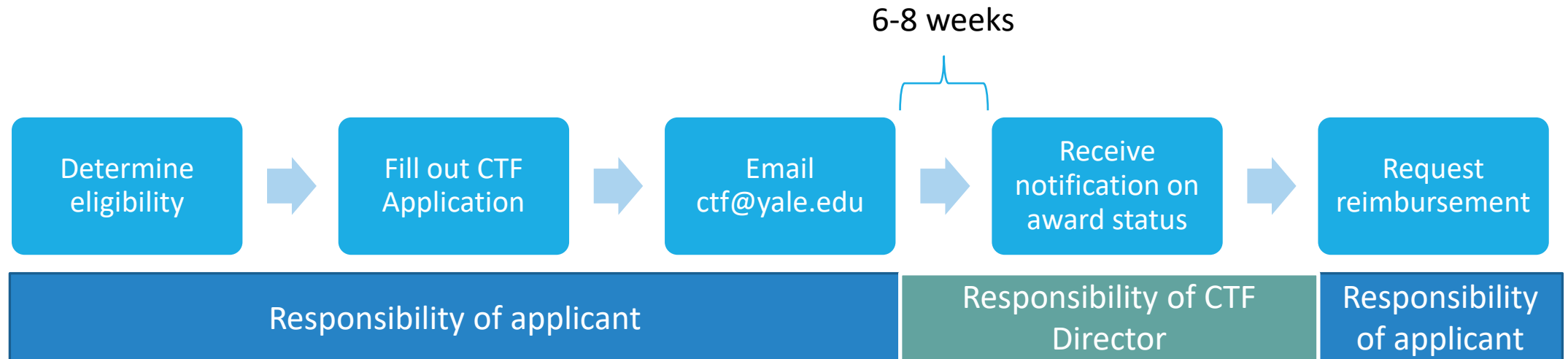
- Up to \$800 reimbursement for travel expenses

CTF Director: Shannon Rainsford

- CTF Committee: Members of GSA dedicated to the continuation of the CTF



How to apply



Determine eligibility

1. Department/program represented by GSA
 - Refer to the GSA website for departments/programs
2. Presenting work
 - Poster, talk, panel discussions, chairing panel, etc.
3. Topic is non-international
 - If the topic being presented is international, apply to the MacMillan Center International Conference Travel Grants
4. Completed first year of academic study
5. First time applying for conference travel funding during the current fiscal year
 - **You cannot apply for both a MacMillan and CTF**

The steps to apply and receive reimbursement through the MacMillan Center International Conference Travel Grants is similar to the CTF!

Non-international vs International

Research Topic: United States' response to the European Debt Crisis

Presentation language: Chinese

Conference: International Society for the Study of Economics

Location: Dubai



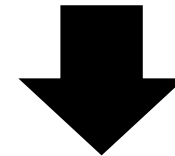
Topic is non-international (US focus), apply for CTF

Research Topic: Sanskrit religious text

Presentation language: English

Conference: American Society of Religious Studies

Location: Topeka, Kansas



Topic is international (SE Asia focus), apply for MacMillan

Non-international vs International

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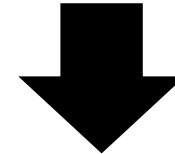
Still unsure?
You can always
email ctf@yale.edu

Research Topic: Sanskrit religious text

Presentation language: English

Conference: American Society of Religious Studies

Location: Topeka, Kansas



Topic is international (SE Asia focus), apply for MacMillan

Fill out CTF Application

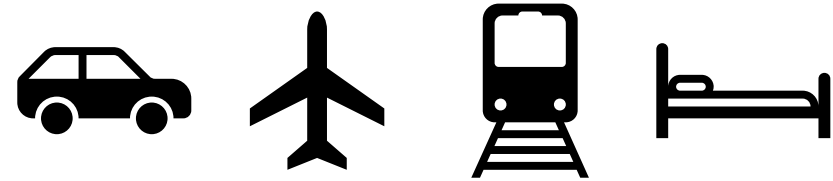
1. Search “conference travel” in the Yale Student Grant Database
2. Locate the appropriate fellowship/grant
3. Click “Apply” and fill out the corresponding application
 - Abstract of presentation
 - Must show non-international nature of topic
 - Proof of presentation
 - Can be a screenshot of an email or conference brochure showing your presentation

The screenshot displays the Yale University website interface for the Graduate Student Assembly Conference Travel Fellowship (CTF) application. At the top, the Yale University logo is visible on the left, and a search bar for Grants/Fellowships is on the right. Below the header, a search bar labeled "Search by Keyword" contains the text "conference Travel". A "Search by Keyword(s)" button is present. The main content area is titled "Graduate Student Assembly Conference Travel Fellowship (CTF)". It includes a "COVID-19 Update" section stating that the CTF is now open for in-person conferences as allowed by Yale's most up-to-date travel restrictions. Below this, a paragraph explains that Ph.D. and Masters students may apply to support travel to recognized professional domestic or international conferences and academic meetings as a program participant presenting on a **noninternational topic**. The grant supplements funds that the student can receive from their home department or from the conference if it provides travel subsidies. The grant is available to Ph.D. and Masters students in programs in the Humanities, Sciences, and the Social Sciences. Students presenting at a recognized professional domestic or international conferences and academic meetings on a **international topic**, are not eligible for the grant since they fall outside the Graduate Student Assembly's mandates. CTF fellowships will be awarded on a rolling basis until funds are exhausted. On the right side, there are two buttons: "Begin Accepting Applications Date: 9/05/2022" and "Deadline Date (EST Time Zone): 6/23/2023 11:30 PM". Below these are two buttons: "Continue with Application" and "Add to Cart". At the bottom, there is a section titled "Deadline for Submission || 6/23/2023 11:30 PM (EST)" with a "Choose Action" dropdown menu set to "Final Review and Submit". Below this, a paragraph states: "Please submit your application at least 30 days before your conference meets and send an email to ctf@yale.edu notifying about your submission." Another paragraph notes: "Please note that the student information section is completed automatically via the Student Information System and is read-only. If you see any errors or wish to make alterations to this section, you will need to contact the SIS directly." Below this, there are four progress bars for different sections: "Student Information" (100%), "Conference Name Information" (0%), "Budget Information" (0%), and "Additional Info and Releases" (0%). Each progress bar has a "Deadline: 6/23/2023 11:30 PM" label. At the very bottom, a note says: "For questions about this application, please contact Elzadella Rivera at elzadella.rivera@yale.edu".

Budgeting for your trip

What is covered?

- Travel to destination: flight, train, etc.
 - Airfare must be Economy class only
- Travel during conference: Rideshares, metro, etc.
- Accommodations during conference



What is not covered?

- Additions to flights, travel, and accommodations
- Activities/leisure during trip
- Food and/or drinks

Save your receipts!

Email ctf@yale.edu

1. Email ctf@yale.edu confirming you have submitted your application
2. Request your department registrar and PI/Advisor to email ctf@yale.edu
 - Confirm you are in good academic standing and give support to your attendance to the conference

Receive notification on award status

Please allow 4-6 weeks for the application to be reviewed and awarded

- Applications are reviewed monthly on the 15th

Email will be sent to you regarding your application status

- **Read through the entirety of the award letter (attached PDF)**
- If you are rejected, you will receive an email explaining why and further recommendations
 - Most common reason for rejection is international topic (should apply to MacMillan)

If you do not receive an email after 6 weeks from submission, your application may have not submitted

- Email ctf@yale.edu if you have any questions regarding the award status

Yale GRADUATE STUDENT ASSEMBLY

Dear [REDACTED]

I am pleased to inform you that the Yale Graduate Student Assembly has awarded you a Conference Travel Award in the amount of \$800 to participate in your conference. Congratulations!

Your award has been transferred to a Cost Center account unique to you. To access the funds and complete the reimbursement, you should send this letter, along with your receipts and proof of your presentation at the conference, to the proper administrative personnel. Your expenses cannot be reimbursed if you do not submit the receipts or evidence of your participation in the conference. If you are enrolled in the humanities and social sciences, you should contact the business or operations manager for the department in which you are enrolled. If you are in the natural sciences, you should contact the business or operations manager of your PI/Dissertation Advisor's department.

If your operations manager has a question as to what cost center or COA account to access, tell them that the funds should be under the following

Request reimbursement

Submit receipts to your operations manager

- Can be found on your department's website
- **The CTF does not handle the reimbursement**

Reimbursement Policies and Procedures

Before submitting the paperwork for reimbursement, please read the following guidelines very carefully.

Please submit the receipts for conference registration fee, transportation, visa fees, and lodging to your business office or administrative support staff as soon as possible. The department business office may not be able to accept reimbursement requests after forty-five days from the last day of your conference. **Please note, that Yale University Reimbursement policies do not allow reimbursements for the expanses older than 120 days under any circumstances, and in this event your reimbursements may need to be disbursed as a taxed payment.**

When should you apply for a CTF?

As soon as you can provide proof of presentation!

- Must apply **before** your conference
- CTF covers up to \$800 of expenses
 - Typically, students are reimbursed on their own
 - Expenses can be for you through your advisor/PI's P-card
 - Talk with your advisor/PI and the operations manager to confirm that your department will be able to transfer the funds once you receive them
- Receipts are reimbursable up to 120 days
 - After that, receipts are reimbursed as a taxed payment

Any questions?

EMAIL SHANNON RAINSFORD AT CTF@YALE.EDU