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 → Fill out CTF Application → Email ctf@yale.edu → Receive notification on award status → Request reimbursement

Responsibility of applicant

Responsibility of CTF Director

Responsibility of applicant
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

Research Topic: United States’ response to the European Debt Crisis
Presentation language: Chinese
Conference: International Society for the Study of Economics
Location: Dubai

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 non-international (US focus), apply for CTF

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

Fill out CTF Application
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!
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
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
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 expenses 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