**Allegheny College Global Health Studies Program**

**Student Funding Application for Participation in Conferences**

### Information and Guidelines for Funding Applications

* Due to limited funding, we may only be able to support funding requests for students presenting at conferences. Funding requests are limited to transportation expenses, housing, conference registration fees, and meals up to a maximum of $500.
* Applications for funding must be received **at least****2 weeks** prior to the experience (funds will **not** be awarded retroactively). There are no guarantees for funding.
* If your request is approved you will be asked to write a short summary of your project/experience and submit a copy of your poster or Powerpoint presentation for our files, if you presented at the conference.
* Student will be responsible for paying for expenses and then requesting reimbursement. If you drive to the conference, keep your gas receipts; mileage is not reimbursed. All expenses must be supported by **detailed** receipts and a spreadsheet that is to be submitted to Lee Coates lcoates@allegheny.edu no later than one month after the experience ends.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Year\_\_\_\_\_\_\_Box\_\_\_\_\_\_\_\_\_\_Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**STUDENT APPLICATION CHECKLIST:**

1. Are you presenting at the conference? Yes No
2. Are you traveling with a college representative (faculty, administrator, or staff)? Yes No

Name of college representative and their contact information/cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Attach a brief description of your travel/conference including an estimated budget (maximum 1 page)—include information on other funding that has been applied for or secured as well as what you will financially contribute to this experience.
2. **Return this form with your description and budget to your Recommender.**

***DEAR RECOMMENDER*:**

The above-named student is applying for funding support. Please fill in the information below and return this form (along with the student description/budget) to **Lee Coates, Box 10**.

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information/Cell # (in case of emergency): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the student, and in what context?

I recommend\_\_\_\_\_\_\_\_\_\_ / do not recommend \_\_\_\_\_\_\_\_\_\_ the above-named student for funding.