



## **Conference Funding Request Form Donald Bren School of Environmental Science & Management**

The Bren School has made available \$10,000 per year of Corporate Partner funding to support student participation in professional conferences. Except under unusual circumstances, only students that are presenting a paper (oral or poster) are eligible for this funding.

Unusual circumstances might include (but are not limited to) opportunities such as being invited to participate as an active member of a working group meeting or winning an award which will be presented at a conference.

We can not fund requests to attend conferences solely for the purpose of networking, gaining knowledge and skills, helping to advance career goals. Funding will not be granted for extension workshops or similar classes.

*Priority will be given to students presenting at professional conferences in which:*

- Attendance will provide valuable exposure for both the student and the Bren School.
- Travel and/or registration costs are substantial.
- There is not a source of grant or fellowship funding that can cover the cost.

Full support may not be awarded, in which case students will be required to pay the remainder of their expenses. **Maximum funding may not exceed \$500, but less may be granted.**

The Assistant Dean and the Director of Career Development will evaluate all funding requests and determine the level of support based on availability of funds, the value of participating in the conference for both the student and the School, and whether prior awards have been made to the student.

If funds are awarded, students should review travel procedures (<http://www.bren/services/admin>). Generally, students will cover costs up and then submit a travel reimbursement worksheet (<http://www.bren.ucsb.edu/service/admin>) along with original receipts to the Bren School's Financial Office. If a travel advance is required, a travel advance worksheet can be submitted in advance of the conference followed by a travel reimbursement worksheet after the conference.

To apply for an award, students must complete the following form, attach necessary documentation, and submit the request to the Assistant Dean.



Name: \_\_\_\_\_

Degree:      MESM                    Ph.D.

Conference Name: \_\_\_\_\_

Location and Meeting Date(s): \_\_\_\_\_

Role in Conference:           Presenter           Other

Total cost of conference \_\_\_\_\_

Receiving funds from any other source to attend this conference? Yes           No

If yes: Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Please submit with this completed form:

1. Copy of conference brochure describing date(s), time, location and content of conference.
2. Copy of registration form reflecting cost of conference.
3. Documentation confirming acceptance of poster or paper presentation (if applicable).
4. Detailed budget of costs of conference participation.

PhD students--You must also obtain your advisor's signature:

I support this student's application for Bren Conference Funding. Neither the student nor I have a source of funding (grant, fellowship, etc) that can be used to fund the student's participation in the conference.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_