

FUNDING FOR STUDENT PARTICIPATION IN CONFERENCES

A fund administered by the Office of Academic Affairs with the support of the Dean's office provides modest funding for M.Div. and M.A.R. students who are presenting papers or substantial presentations at professional society meetings and conferences. The paper and/or the conference must focus on a topic that makes rigorous use of religious or theological reflection.

Guidelines for application

1. Students must submit a grant request to the academic dean no more than three months and no less than one month before the date of the conference or professional society meeting. This grant request must include:
 - a. The title, date and location of the conference, the title of the paper to be delivered by the student, and a one-paragraph description of the paper.
 - b. A copy of the official program with the student's name printed in it. If there is no advance copy available, applicants must provide a copy of their invitation to present their paper at the time of application, and later submit a copy of the official program along with their receipts.
 - c. A maximum one-page statement of support from a full-time YDS faculty member (preferably as an email addressed to the Academic Dean and sent to Tim Goselin at timothee.goselin@yale.edu) that states the nature of the paper, the student's readiness to undertake such a presentation, and the faculty member's estimate of how successful the paper will be.
 - d. A projected budget for the student's total expenses associated with the conference.
 - e. The amount requested by the student.
2. The maximum grant is \$ 500 per student. Students may receive funding only once in their academic career at YDS.
3. The grant must be used to help defray expenses associated with travel, lodging, and meals while the student is attending the conference. The grant cannot be used to purchase alcohol.
4. Students must submit original, itemized and dated receipts showing the last 4 digits of the credit card to the Academic Dean, who will verify the expenses. These must be accompanied by copies of bank/credit card statements, or screenshots from online banking that corroborate the transaction; they should include the transaction detail, last 4 digits of the account, and the name of the account holder. Only expenses that are accompanied by receipts and applicable documentation can be reimbursed. Students must submit their receipts with required supporting documentation within 10 business days of incurring the expense. If the student is using personal funds to purchase airfare, conference fees, etc., that require booking in advance, the student must submit these types of expenses at the time they are incurred; not at the completion of the trip. Receipts older than 120 days will not be reimbursed.

5. There is no reimbursement of third-party expenses. If the student is sharing an expense (lodging, meals, etc.), the student must provide a receipt for only their portion of the expense. The vendor should be able to print a receipt for the student's portion of the expense.
6. Please submit applications as an emailed attachment to Tim Goselin at timothee.goselin@yale.edu.
7. The reimbursement request forms vary. If the application is approved, students should indicate if they are Yale University student employees. If so, they will be paid in the same manner they are paid as student employees. If not Yale University student employees, students will be paid via checks and will need to complete W-9 tax forms if United States citizens. If students are not citizens of the United States, they will need to complete W-8 tax forms.

The Academic Dean will convene a selection committee to decide on grant awards.