

Milano School of International Affairs, Management, and Urban Policy Student Academic Conference Travel Assistance Award General Information and Instructions

The Milano School provides financial support to PhD students and master's degree students for participation in professional conferences, or for conducting fieldwork research. The awards are given to **ten PhD students** and **ten master's degree students** each academic year, in the maximum amount of \$500 (PhD) and \$300 (master's) each.

The Travel Assistance Award is available for the following activities

- Conducting an independent research field trip excluding the International Field Program (IFP)
- Presentation of research
- Participation at a moderated panel
- Moderating a panel
- Attending a conference as a student representative of the Milano School programs

Key Information

- Award is limited to \$500 for PhD students and \$300 for master's degree students or full cost of participation in conferences (whichever is lower)
- Funds are provided as reimbursement, after the conference or research trip. Please keep all your original receipts
- The current funding is for academic-year 2015-2016; unused funds do not roll into subsequent years'
- Some funding is currently still available for conferences and trips held through June 30, 2016

Eligibility

- Students must be registered with at least maintenance of matriculation status
- Participation must be documented in the official program of the conference sponsoring organization.
- Applicants must demonstrate the importance of attendance a conferences, of participation in educational program or an academic validity of a field trips. The award is only for the purposes listed above
- Funds are awarded on a "first-come, first-serve" basis. Submission must be received at least three weeks prior to the conference or field trip so awardees can be notified in advance. In very rare circumstances, some exceptional cases would be considered
- Students are welcome to apply multiple times over the course of their programs, but each student will be awarded only once per academic year. Preference will be given to first-time applicants

Application Materials

- Application form
- Faculty endorsement: two faculty signatures or one letter of recommendation
- Proof of acceptance to a conference; or at least a two-page research proposal describing an independent research project. Please also explain how the funds will expand your knowledge and advance your studies at Milano
- A list of projected expenses: travel (including local), conference registration fees, hotel and meals as appropriate

Travel Award Criteria

Applications are reviewed on the basis of the following criteria:

- The extent to which the conference travel or the fieldwork is currently funded or supported by the applicant's advisor, department, or the larger institution; preference will be given to applicants without other sponsorship

- The degree to which the activity will enhance the academic experience of the Milano master's degree student or PhD student and/or expand his/her networks of linkages with other leading scholars or institutions
- Academic and professional merit of the candidate

Application Procedures

- Complete an application form
- Ask two faculty mentors to assess your project and sign on the application form or ask one Milano faculty to submit a letter of recommendation
- Submit the completed application with a proof of acceptance to a conference or a research proposal, and a list of projected expenses to Minerva Muzquiz, 72 Fifth Ave, Room 504 (muzquizm@newschool.edu). International Affairs students can submit the applications to Philip Akre, 72 Fifth Ave, Room 715 (akrep@newschool.edu)
- The Milano School Administration will review the applications and send notification of the Travel Assistance Award by email

If you have any further questions, please email Minerva Muzquiz (muzquizm@newschool.edu)