**Student Conference and Event Presentation Funding Guidelines and Regulations**

Students are eligible to apply for funds for virtual conferences or travel to conferences/events where they will present or perform results of their research or creative activity that was undertaken as part of a Furman academic endeavor such as a summer research project or a project in an academic course. Students are urged to talk with faculty mentors to determine the most appropriate conference in which to participate.

In-Person Domestic Conferences/Events

* Students may apply to be considered to receive funding from the Center for Engaged Learning (CEL) for one in-person domestic conference/event, with a maximum award of $1000 per academic year. Additional funding may be available for long-distance conference travel.

Virtual Conferences

* Students may present at more than one virtual conference per year. Associated costs will not be applied toward the maximum award for in-person conferences/events.

In-Person International Conferences/Events

* Students may apply for a maximum award of $1500 per academic year to present at an in-person international conference/event. Please reach out to the CEL staff regarding pandemic related travel advisories and additional international travel requirements.

**Application Process**

1. Submit an application for funds along with the following documentation a minimum of 2 months (8 weeks) prior to the conference/event date in order for funding to be approved:
	1. An abstract of the presentation
	2. A copy of acceptance letter or e-mail
	3. A signed consent form
2. After you submit your application, your faculty sponsor will be notified for their approval
3. Once your application is approved by your faculty sponsor, Student Conference Travel will review your application, contact you with any questions, and issue final approval and next steps

**Post Conference**

Within **one week of the presentation**, you will receive an email from studenttravel@furman.edu with a link to complete the post-conference report and confirmation of participation (if available).

**Important Information**

* The CEL Staff can make purchases on behalf of the student to simplify the reconciliation process; if a student or department wishes to make their own purchases, they should reach out to CEL staff in advance to get approval to do so
* When purchasing conference registration, it is often more cost effective to purchase the organizational membership fee (if necessary); the CEL will support funding the membership in this circumstance
* Students who graduate in May 2022 are eligible to receive support through September 2022—based on the premise that conference calendars do not necessarily align with Furman’s calendar and graduation schedule

**CEL Staff Members**: Dr. Erik Ching, Director of Undergraduate Research, erik.ching@furman.edu

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