

Student Conference and Event Presentation Funding Information & Recommendations

Faculty traveling together with a group five or more students are eligible to apply for funds for funds on behalf of their students rather than having students apply individually. Funding is intended to cover travel to conferences/events where students 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.

In-Person Domestic Conferences/Events

- Faculty may apply to receive funding on behalf of their students for one in-person domestic conference/event, with a maximum award of \$1000 per student, per academic year (September 1 – August 31). Additional funding may be available for long-distance conference travel.

In-Person International Conferences/Events

- Applications may be submitted on behalf of students for a maximum award of \$1500 per student, per academic year (September 1 – August 31) to present at an in-person international conference/event. Please reach out to Center for Engaged Learning (CEL) staff regarding related travel advisories and additional international travel requirements.

Application Process

1. Submit an application for funds, preferably 2 months prior to the conference/event.
2. If students will be missing classes, faculty can submit a [notification of sponsored event form](#) for excused absences.
3. Student Conference Travel staff will review your application, contact you with any questions and advise on next steps.

Post Conference

Within **one week of the presentation**, students 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 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
- 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

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