

Psychology graduate student conference travel

The department has funding to support Psychology graduate students who attend and present at **two** conferences per year. These funds are for Psychology graduate students to present data collected at Northwestern. The first conference is based on applying for a conference travel grant from The Graduate School which automatically approves you for department funding. The second conference is funded by the Psychology department and must be requested as soon as you receive confirmation to present at a 2nd conference. We hope that you consider going to the highest-impact conference in your area where your presentation will reflect well upon Northwestern and help you build a network that will launch a successful career.

Funding for a first conference

Eligibility for 1st conference supported with combination of TGS and department funds.

- Must be a registered and funded graduate student, except students on internship.
- Limited to graduate students in **years 1-5**.
- First author on a presentation or poster
- Must request and receive conference travel support from The Graduate School 2 times in your graduate career. <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/conference-travel-grant.html>

Award

- TGS provides \$800 to graduate students in Weinberg PhD and MFA programs 2 times in your graduate career.
- The Department will provide \$450 to supplement TGS conference travel funds.
- The department will provide \$1250 only after TGS travel funds have been requested twice.
- Students who do not apply for TGS conference travel funds twice will only receive \$450 reimbursement from the department.
- Must use travel funds within the current fiscal year it is awarded and for the conference it was awarded. There will be no carryover of funds for use in next fiscal year. Fiscal year begins September 1 and ends August 31.

Deadline

TGS deadline states students must apply prior to the first date of the virtual conference or conference travel, but no more than 3 months in advance. Please read their guidelines.

- Must use conference travel funds within the fiscal year it is awarded. There will be no carry over of funds for use in next fiscal year. Fiscal year begins September 1 and ends August 31.
- TGS states no retroactive requests will be honored.

The department has no deadline, other than proof of TGS support 2 times and submitting request within the fiscal year when TGS funding is involved.

Funding for a second conference

The availability of department funds is based on the number of requests and budget for the fiscal year.

Eligibility for 2nd conference

- Must be a registered and funded graduate student, except students on internship.
- Limited to graduate students in **years 1-5**.
- First author on a presentation or poster that is different from what was presented at 1st conference.

Award

- The Psychology department will provide \$1250 to graduate students in Psychology PhD program for a 2nd conference.
- Send a request to DGS, Satoru Suzuki with a detailed budget, a justification and supporting letter from your adviser. The request must be approved by DGS in advance.
satoru@northwestern.edu

Deadline

- Submit request for 2nd conference funding as soon as you receive confirmation of your presentation.
- Graduate students must use 2nd conference travel funds within the fiscal year it is awarded. There will be no carry-over of funds to use in the next fiscal year. The fiscal year begins September 1 and ends August 31st.

Students in year 6

Graduate students in year 6 (registered and funded, or on internship) must request conference travel funds from DGS, Satoru Suzuki with a detailed budget, a justification and supporting letter from your adviser. The request must be approved by DGS in advance.

satoru@northwestern.edu

Procedure and resources

To receive reimbursement graduate students must abide by the University rules of allowable expenses.

Graduate students are free to make their own travel arrangements and submit itemized receipts after travel is complete. Submit one expense report per trip. Turn in all itemized receipts within 30 days.

Optional

Registration and airfare can be paid in advance by the department. Registration using the department procurement card. The cost of airfare can be booked and direct-billed via Egencia. The costs of both will be subtracted from your reimbursement. Restrictions do apply. Please reach out early.

Neither the department procurement card nor direct-billing can be applied to any other expenses.

See Graduate Program Coordinator for details.

Shelley Powers

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Review the following graduate student reimbursement guide BEFORE your trip and BEFORE you submit your reimbursement.

[Graduate student reimbursement guide](#)

Complete a calculated travel and expense report with itemized receipts. Itemized receipts are not needed when using per diem for meals and incidentals. Include receipts for items that were pre-paid by the department or other funds. Submit travel expense report and receipts with supporting documentation to department internal tracking spreadsheet.

[link to calculating T & E](#)

Submit:

[Psychology internal tracking sheet](#)