

Skidmore College Student Travel to Present Criteria and Procedures

Direct all questions to sof@skidmore.edu

Applications are due at least three weeks before the conference.

Note: Incomplete applications will not be considered.

Criteria and Procedures

Applicants for funds must be full-time matriculated undergraduates and must demonstrate the benefits of their travel to present research or creative projects at a conference or a professional meeting. Alumni may apply for funds up to one year after graduation if they plan to present work that was completed during their senior year. Alumni are reimbursed for expenses after the conference rather than given awards before traveling to the conference.

The applicant should describe how the activity will enhance their education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget. Funds may be used only for the purposes designated in the application. Successful applicants agree to file a brief project report after completing their funded activity.

What is not covered

Travel to Present Funds are not granted for

- travel to attend a meeting at which the student does not present;
- travel related to a class activity or a co-curricular activity sponsored by a department or program;
- conference registration and membership fees in the professional organization

Students should seek support from their departments to cover conference registration and membership fees in the professional organization.

Application

- Application form
- Faculty sponsor recommendation and signature
- Project / paper / creative work description
- Proof of acceptance to the professional meeting
- Budget (itemized and totaled, either as PDF or Excel spreadsheet)
- W-9 Taxpayer ID and certification (your home address not Skidmore address)

Review Process

The Associate Dean of the Faculty makes all final decisions after consultation with other staff and faculty.