

Applications are due at least three weeks before the conference.
Please name your files Last name, First name - TTP - Document Name.

Note: Incomplete applications will not be considered. Please submit all five documents at the same time to sof@skidmore.edu.

1. Application Form

Fill in the Application Form found on the web page.

2. Project Description

Please provide a brief, one-page description (single-spaced) of the research or creative project. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. Your description must include the following information:

- Sponsor of conference and location
- Justification of proposed expenses (separate from the submitted budget)
- Impact on your Skidmore education
- Impact on the Skidmore community

If you are collaborating with anyone – faculty, student, staff – the nature and extent of that collaboration.

3. Budget

Please provide a detailed and itemized budget for anticipated expenses. Include a description of other sources of funds. Estimates and round figures are not acceptable. Create the budget either as a PDF or in an Excel spreadsheet. If travel is involved in the project, be certain to show why it is essential. If you choose to travel by car, you need to adhere to the [Skidmore College Motor Vehicle Policy](#), in the use of either a personal vehicle or a Skidmore fleet vehicle.

4. Proof of acceptance to the conference

You should have received an email formally accepting your presentation at the conference. Please include a screen shot of the acceptance with your application.

5. Faculty Recommendation

Your faculty sponsor should fill out the recommendation form found on the web page and forward to you to submit with your application.

Review Process

The Associate Dean of the Faculty makes all final decisions after consultation with other staff and faculty. It can take between three to five weeks for the entire application process. The review process can be up to three weeks and another one to two weeks to receive your payment.

Groups

For groups presenting together, students can duplicate the project description, conference presentation approval and faculty recommendation documents; however, each student must submit their own application which includes each of the five documents list above.