

## **UHM Sociology Department Funds for Professional Travel (Joseph E. Seldin Fund)**

Sociology graduate students are encouraged to participate in professional conferences and workshops. This is particularly true for PhD students in the later stages of their program, since conferences are an important venue for professional development that can help prepare you for the academic job market.

The department has a limited amount of funds available on a competitive basis that may help to offset a portion of the expenses for conference travel. The total amount of funds is small, so you are required to apply to other sources for your funding. If you are selected, the amount we can offer will depend on the location of the conference, as well as our budget and number of awards given any given year. This money for graduate student travel comes from the generous help of the Joseph E. Seldin fund, administered by the department.

Applicants will be informed within a few weeks of application of the results, but actual reimbursement will not occur until after the student has returned from the conference in question and produced requisite travel documentation. The highest priority will be given to graduate students in good academic standing within the department who meet all of the criteria below:

- They have a paper presentation, for which they are the sole or first author, accepted at an academic conference outside of the State of Hawai'i, and plan to attend. Some exceptions can be made in extraordinary cases, but you must show how your attendance reflects a similar level of achievement and professional benefit as a paper presentation.
- They have not received travel funds from the department before.
- The conference is of high relevance to the student's academic and professional development.<sup>+</sup>
- They have already applied or are committed to applying to sources outside the department for travel funding.\*

<sup>+</sup> While the criteria for high relevance are not set in stone, conferences that meet such criteria include the ASA or other major national sociology associations, ASA regional sub-bodies (e.g. PSA) and sections, and leading organizations in a subfield of sociology or interdisciplinary field related to sociology (e.g. AAS, SSSP). Other conferences are definitely not ruled out, but you must make a case for why it will be comparably valuable in terms of intellectual and professional opportunities.

\* The most common source of funding for student conference travel from outside the department is the Graduate Student Organization. Information on GSO grants can be

found here: <http://gso.hawaii.edu/?tab=grants>. Other sources of funding within the University include the College of Social Sciences Travel Funds <<http://www.ssri.hawaii.edu/pages/funding/intramural.html>>, the Dai Ho Chun Travel and Completion Fund administered by the Graduate Division's Graduate Fellowships & Scholarships Office, and various funds administered by Student Equity (SEED) <<http://www.hawaii.edu/diversity/>>. Outside UH, conference organizers will often offer competitive scholarships for graduate students. Other possible sources of funding include honor societies like AKD (if you are a member) or grant travel money if you are working as a Graduate Research Assistant. Most extra-department sources will be able to provide more generous funding than the department. In general, we will not allow you to claim funds for the same trip from the department and other UH sources.

If you interested in applying for department travel funds, please turn in an application to the graduate secretary with *all* the following information:

1. name, date, and site of the conference, website url if available, and deadline for conference registration
2. evidence of acceptance of your presentation(s) to the conference in question, such as a formal acceptance letter or listing of paper on the preliminary program
3. title and abstract of paper(s) that you are presenting, with all authors listed in the same order as in the conference submission, as well as information on the nature of the presentation (paper panel, roundtable, poster session, etc.)
4. a short essay describing the full nature of your participation in the conference, the significance of the conference, and how it will impact on your academic and professional development, as well as relevant documentation, if any, from conference information materials
5. a statement listing all past academic travel and sources of funding, as well as additional evidence of attempts to obtain travel funds from outside the department

You may attach additional documentation regarding the conference or your own work that you think is relevant to your application. Any awards made will be disbursed to students after they return from their travel, and students will be expected to provide receipts for claimed travel expenses. Students are expected to inform the department of any non-departmental funding that they have available to offset expenses for the trip.