 **PhD Request for Funding for Conferences**

**or Dissertation Research**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

*Garrett-Evangelical is happy to support students who present papers or serve on panels at academic and ecclesial conferences, as well as conduct dissertation research at an archive or other unique depository requiring significant travel. We can offer up to $500 for appropriate activities.*

*If you wish to submit a request for funding, please fill out this form, attach all supporting documentation (described below) and submit it to the Ph.D. Coordinator.*

Name:       Date:

Student ID#:

Address:

 (*street) (apt.) (city, state, zip)*

|  |
| --- |
| Description, date(s), and place of conference or research trip: |
|       |

|  |
| --- |
| Title of the paper or other conference leadership, or description of the research: |
|       |

|  |
| --- |
| List the expenses you would like Garrett-Evangelical to cover (acceptable expenses include: airfare, lodging, registration fee, etc. We *will not* cover food or beverage expenses, or travel expenses for spouses or partners):  |
|       |

|  |
| --- |
| Briefly describe the significance of this activity for your studies and professional development: |
|       |

Signatures required:

Student’s Academic advisor:

Director of Ph.D. Program:

Approval of the funding can be requested in advance, but the amount of reimbursement will be determined and disbursed only after the following documentation, indicated below, has been submitted to the Ph.D. Coordinator.

* **Attach all itemized receipts for which you would like to be reimbursed. Registration confirmation emails can be accepted as long as they show the price of the conference.**
* **Attach a copy of the flyer or other publication of the conference//library/research center, or give the relevant website information.**
* **After the event, please provide a brief communication (no more than a page) describing the experience and what you learned.**

Receipt of these documents verified by signature of Ph.D. Coordinator