

## Graduate Student Conference Proposal Approval Form

Department of Political Science  
West Virginia University

Any student who wishes to apply for departmental funding for travel to and/or participation in a conference must submit this form prior to submitting the conference proposal. Departmental funding is subject to availability and submitting this form does not guarantee that a student will receive funding. Students should be aware that if a conference proposal is accepted, submission of a separate application for departmental, college, and/or university funding will typically be required prior to attending the conference. Information on applying for the most frequently used graduate travel funding program can be found at:

<https://eberly.wvu.edu/students/graduate/graduate-and-doctoral-travel-and-research-programs>

Please note that funding cannot typically be used to pay membership fees for professional associations but can typically be used to pay conference registration fees.

### To be completed by the student:

Student Name (Please Print): \_\_\_\_\_

Title of Proposed Paper: \_\_\_\_\_

\_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_

### To be completed by a faculty member (usually the student's dissertation advisor):

I have discussed the proposed conference presentation listed above with the above-named student and am familiar with the current state of the student's project. I am confident that the student will be prepared to make an appropriate presentation by the time of the conference.

Faculty Member Name (Please Print): \_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In cases in which proposals are accepted, faculty are encouraged to check in periodically on the progress that students are making on their papers and presentations and students are encouraged to seek feedback.

This form should be submitted to the department's administrative assistant and can be submitted electronically or in person.