**POIR Conference Funding Guidelines and Application**  
(Transitional Scheme AY2015-16)

From AY2015-16, the POIR Program will begin managing all the conference funding for the POIR students regardless of their field of concentration.

- All the current and registered POIR students who are in good standing with the program are eligible to apply. Please refer to the POIR “good standing” criteria.
- Students considering to apply to conferences are encouraged to refer to the “Ten Commandments on Conference Presentation” to evaluate if you are ready for a prime-time exposure.
- Those who are evaluated as “seasoned students” are exempted from certain requirements of the conference. Please see below for the bench mark to qualify to be a “seasoned student.”
- This conference funding applies to major national and international conferences such as ISA, APSA or Midwest annual conventions. Those participating in local conferences such as WPSA or ISA-West should seek funding through small research funding avenue of the POIR program.
- Funding from this source is available once a year per student, and only for the presentation of a paper which has a strong written endorsement of the chair of the student's dissertation committee.
- Those who receive the Graduate School Research Support Funds (with the program's counter-part funding support) are not eligible.
- No student is eligible for more than one conference per academic year.
- No retroactive request for conference funding will be approved.

The maximum amount and frequency of funding available:

- For a paper at a major conference outside North America the maximum is $1,000
- For a major Canadian, US, or Mexican conference, $750
- For a meeting held less than 75 miles from USC, SIR will reimburse registration fees but not travel expenses.

These maxima apply per paper, even if more than one student co-authors the paper. A student who co-authors a paper with faculty is eligible to apply as long as the student himself or herself presents the paper at the conference, either with or without the co-author in attendance.

Procedures:

1. Ask your faculty adviser whether the dissertation chapter or paper meets the standard for presentation at a top professional conference. Professors should give honest answers and assistance if needed, bearing in mind the harm to reputations that has come from premature appearances.
2. To qualify the student must draft the paper prior to the time of acceptance from the conference, and submit his/her acceptance message along with the draft paper WITHIN ONE WEEK of acceptance from the conference. The acceptance message usually goes out mid-March for APSA and early October for ISA.
3. Apply in writing to the POIR Steering Committee c/o Veri Charavin vchavari@usc.edu. Include four items: (a) Conference Funding Request Form (attached below); (b) a note on the specific nature of the conference and whether it has accepted your paper; (c) a copy of your invitation if the organization has accepted the paper; (d) a copy of your paper; (e) a letter (not a short note) from your advisor supporting your conference attendance, and (e) a travel budget (details below). Email submission is fine as long as all necessary documentation is attached.
4. The students who are working on co-authored papers with their advisors will have their timing of the funding request relaxed.
5. The student should be a member of the association and register early to save on the registration fee.
6. The student's faculty adviser should read your paper prior to signing off with a letter of support (see (e) above). The letter should include the support of the student's paper detailed enough for the POIR Steering Committee to evaluate the appropriateness of the student's conference participation.
7. After the approval of the POIR Steering Committee, the student must schedule to present his/her paper at a USC seminar at least two weeks prior to the conference. The paper should be circulated two weeks before the presentation (i.e. one month prior to the conference).
8. The deadline for major conferences may be relaxed and the presentation requirement exempted for “seasoned” students who have presented a paper successfully in previous years. A “seasoned” student is a student who qualifies all the following four conditions: (a) an ABD, (b) has presented his/her paper at APSA or ISA before, (c) has participated at least once in the practice presentation organized by POIR/SIR/CIS/POSC on USC campus, and (d) has approval from his/her chair to be exempt from the presentation requirement. A qualified student should write to the POIR director requesting the “seasoned student” exemption at the time of application with support from his/her chair. Once approved as a “seasoned student” by the POIR Director, the student should send in the...
conference funding request with all five required items outlined under point 3 30 days prior to the
cconference to process funding request.

9. The “seasoned students” do not have to participate in the practice presentation, but the program
cencourage them to practice their presentation in other setting including one-on-one with your thesis

cadvisor.

10. After the conference, seek reimbursement of approved expenses by presenting receipts to Veri

Chavarin (VKC 327). Also provide the committee with a brief report on the use of the grant, including

cow how the paper was received at the conference. No requests for further support will be considered until

cports on prior grants have been filed.

Technical requirements

A travel budget may include the categories listed below. If actual expenses exceed the approved budget, some
expenses may not be reimbursed.

Incidentals, such as conference registration

Round trip coach air fare. Online ticket receipts are accepted. Make sure that you are submitting a receipt
and not just a confirmation of a travel booking. The receipt includes payment details, whether paid by credit

card (usually the last 4 account digits) or cash (in which case the receipt shows a zero balance).

Ticketing options: Use a USC travel vendor and we can prepay the travel with an internal requisition. But
the USC vendor is not the cheapest way to fly. When dealing with a tight budget, you may prefer to charge a
icket on your credit card and seek reimbursement once you have completed the trip.

Local Transportation. Ask taxi and bus drivers for a receipt with amount, date and type of payment.

Hotel. If you share a hotel room, ask for a separate invoice for your share. If the hotel cannot produce
separate invoices, process the request only for your share. The hotel cost includes the room plus local
taxes. It should not include meals charged to your room or any minibar charges.

Meals

Claiming a reimbursement. Print the USC travel expense report form, found on the Disbursement Control website
along with the University’s procedures: http://fbs.usc.edu/depts/dc/. The Disbursement Control Office insists that
each item and receipt be listed separately on the form. If, for example, you have more than three entries to list in the
transportation section, do not combine items into a single line. Instead submit more than one form. Please note:
The USC form says you do not have to provide a receipt for items less than $25, but USC Dornsife College requires
them. Please submit a receipt to support every item you claim. The School does not use the per diem
reimbursement option; we ask for receipts for all meals and lodging. Attach all receipts to 8 1/2 x 11 sheets of paper
using clear tape, not staples, with no overlaps. They will be scanned. Ideally, organize the receipts into the main
budget categories above with meal receipts in date order. If your signature is difficult to read, please print your name
too. Paying attention to these details can reduce delays in processing.
# Conference Funding Request Form

## Student Information

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<th>Full Name:</th>
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<td>USC ID:</td>
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<td>Phone:</td>
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<td>Email:</td>
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<td>Are you ABD?</td>
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Have you presented at a conference before? If Yes, please also list the conferences where you have presented and state whether or not you participated in a practice presentation with POIR/SIR/CIS/POSC on the USC Campus?

## Conference Information

| Conference Title and Location |  |
| Conference Dates: |  |
| Are you presenting at the conference? |  |
| What is the title of your paper? |  |
| Is this paper co-authored? |  |
| If YES, with who? |  |
| Total amount of funding you are requesting from POIR: |  |
| Have you applied to any other travel grants for this conference? |  |
| If YES, how much could you receive from other funding sources and when will you be notified? |  |
| How much research money is made available through your fellowship package? If your fellowship does not offer research funds, please enter N/A |  |
Budget

Please provide an itemized budget below for which you are requesting funding (Please see budget instructions listed under the guidelines for POIR Conference Funding)
Please be sure to the following documents/information is included in your application:

1. a note on the specific nature of the conference and whether it has accepted your paper;
2. a copy of your invitation if the organization has accepted the paper;
3. a copy of your paper;
4. a letter (not a short note) from your advisor supporting your conference attendance;
5. a travel budget (details below).

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By signing below I acknowledge that I will provide the committee with a brief report on the use of the grant, including how the paper was received at the conference. I understand that no requests for further support will be considered until my reports on prior grants have been filed. I also acknowledge that I will work with the Graduate Advisor to organize my practice presentation prior to the conference, unless I am a seasoned student (ABD, previously presented a paper at APSA or ISA and have participated in at least one practice presentation in POIR/SIR/CIS/POSC).

Student’s Signature: ___________________________ Date: __________

Faculty Advisor: ___________________________ Date: __________

POIR Director: ___________________________ Date: __________