



## DEAN'S CONFERENCE AND RESEARCH FUND APPLICATION

The Gallatin School encourages students to go beyond the classroom to engage in special academic and intellectual activities such as presenting papers at conferences, conducting action research, going on digs or other group projects. To help defray the costs of these activities, Gallatin has established a small fund that is available to both undergraduate and graduate students. Funds are available on a first-come, first-served basis, so we encourage you to apply early in the academic year.

To be eligible for this funding, students must be in good academic standing and the proposed project must be extra-curricular (not for credit). Funding is limited to a maximum of \$300 for domestic and local projects, and \$500 for international projects, and it is paid on a reimbursement basis. Funds cannot be used to pay for course credits or for labor.

To apply for the Dean's Conference and Research Fund, you must submit all of the following:

- completed application, detailing all of the expenses you expect to incur;
- a proposal describing the project (see below for details);
- a current copy of your academic transcript.

Your application, along with your proposal and transcript, should be submitted to Rachel Plutzer in the Dean's office, 715 Broadway, 6th floor. If approved, you will be given detailed instructions for getting reimbursed, and you will be expected to submit a brief report to the dean describing the outcome of your project. If you have any questions, please contact Rachel Plutzer at rachel.plutzer@nyu.edu or 212-998-7367.

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAY PHONE \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

DEGREE PROGRAM  GRADUATE ADVISER \_\_\_\_\_

UNDERGRADUATE (Please check): \_\_\_\_\_Senior \_\_\_\_\_Junior \_\_\_\_\_Sophomore \_\_\_\_\_First-year Student

### PROPOSAL

Please attach a typed, detailed description of your project, describing its relevance to your studies and what you hope to accomplish or learn. If your project includes travel, please include the dates of departure and location. If the project is sponsored by someone else, please submit a letter confirming your participation.

### PROJECTED EXPENSES

Please list the expenses associated with your project, or attach this information on a separate page.

CONFERENCE REGISTRATION	\$ _____
TRAVEL (AIR, TRAIN, CAR RENTAL, ETC.)	\$ _____
HOTEL/HOUSING	\$ _____
MEALS	\$ _____
OTHER (PLEASE SPECIFY)	\$ _____
<b>TOTAL PROJECTED EXPENSES:</b>	<b>\$ _____</b>

\_\_\_\_\_  
Student's Signature Date

### FOR ADMINISTRATIVE USE ONLY.

DATE RECEIVED \_\_\_\_\_ STATUS OF APPLICATION \_\_\_\_\_

AWARD AMOUNT \_\_\_\_\_ Approval Signature \_\_\_\_\_ Date \_\_\_\_\_