SSC Conference Funding Committee
Frequently Asked Questions (FAQ)

General Questions

I haven’t been accepted to present at the conference yet. Can I still apply?
No. Students can only submit applications upon receiving notification that their presentation, exhibit, and/or performance has been accepted.

Can I apply if I have already attended a conference?
Yes. Students may apply retroactively but the application must be received by the Conference Funding Committee no more than six weeks after the date of the beginning of the conference. The Committee strongly encourages applicants to plan in advance and to try to secure funding in advance of their conferences.

What expenses can the grant cover?
Transportation, lodging (excluding food), registration fees, and expenses related to presenting a paper (supplies and materials) are all accountable expenses.

Who chooses the grant winners?
The SSC Conference Funding Committee meets at least once per month to review and determine the merit of each application. The Committee can be comprised of members of the Student Senators Council (SSC), University Committee on Student Life (UCSL), school councils, and other interested students.

What criteria are used to award grants?
Students who submit a strong application provide a letter of intent that thoroughly and thoughtfully explains the benefit of attending the conference, a professional resume/CV, and a detailed breakdown of expenses. Moreover, students who have the strong support of their recommender are more likely to securing funding.

***We highly recommend you have a colleague proofread your application.

When are awards announced?
Applications are reviewed at least once per month. Therefore, notifications are typically emailed to the address provided on your application no more than six weeks after submitting.

What is the Colloquium?
The Colloquium will be held at the end of the year and will provide an opportunity for grant recipients to meet one another, to present the posters from their presentations, and discuss the academic and/or professional opportunities provided by the conference.

Filling Out the Application

How do I submit an application?
All students may use this form to submit an application for Conference Funding. When filling out this application, please include all requested materials, including: a letter of intent, a resume/CV, a breakdown of expenses, and a document confirming you are presenting at the conference.
***Please note, only after receiving all materials, including the letter of recommendation, are we able to review an application.

Can I send my materials via email, fax or mail? Please send all requested documents through the application. If, however, you have difficulty uploading the documents through the application, you may send them to ssc.conference.fund@nyu.edu using the subject-line: “Application Materials for [Your First and Last Name]”.

What type of document can I use to confirm that I am presenting at the conference? We request that you provide us with either a copy of the confirmation email/letter you received verifying that you have been accepted to present at the conference, or a conference document with your name clearly listed as a presenter or performer. For more specific inquiries, please email ssc.conference.fund@nyu.edu.

Do I have to submit a letter of recommendation from a faculty member or adviser? Yes. All applicants must have the written support of a faculty member or adviser. This individual must submit a letter, one attesting to the quality of the student's work and the academic or professional benefit of attending the conference, to ssc.conference.fund@nyu.edu with the subject line: “Applicant Letter of Recommendation for [Your First and Last Name]”.

### Reimbursement Process

How am I reimbursed for my expenses? Since the Conference Fund currently requires students to pay for expenses out-of-pocket, after attending your conference you may submit your reimbursements to Adam Wong in the Center for Student Activities, Leadership, and Service, on the 7th Floor of Kimmel. To submit your reimbursement, you must provide all receipts and confirmation of payment. ***For proper reimbursement, it is very important that you keep all receipts.***

How long does it take to process reimbursements? Reimbursements are processed through checks by the Center for Student Activities, Leadership and Service, and can take up to thirty days to be distributed.