

## Conference Matching Grants for PhD Students

### The College of Hospitality, Retail, & Sport Management

#### Program

The College of HRSM –Conference Matching Grants for Doctoral Students

#### Purpose of the Program

The main purpose of this program is to support student participation as presenters at good quality, highly visible national or international conferences of significant intellectual merit. Awards up to \$500 for PhD students are given as *matching grants* to supplement travel to attend conferences as presenters of collaborative papers. Support is intended to promote participation of PhD students as presenters in their respective ***professional association meetings*** where students have high probability of networking with professionals and faculty from their own discipline. PhD students are expected to have papers accepted at *significant* national or international conferences. While multimedia (poster) presentations are worthwhile pursuits, they do not receive the same level of support (typically less than 50%). Thus, the amount may vary based on the intellectual merit of the conference and presentation type. Conferences of lower stature receive even less, while higher ranked conferences like (e.g., TTRA-Travel and Tourism Research Association, International CHRIE, American Marketing Association, NASSM, Sport Marketing Association) may receive full matching-funds. Regional (or state) conferences do not receive any matching grants.

#### Terms and Conditions of the Program

Conference Matching Grant requests are only accepted from full-time PhD students in the College of HRSM.

Eligible activities in the conference setting include: acceptance of a paper for oral presentation at a *significant* national or international conference (student must provide evidence). E-mail, letter or fax confirmation of the acceptance of an abstract or paper and a *brief justification* that discusses the intellectual merits of the intended conference (usually no more than a full paragraph) are needed to receive funding.

Each eligible student is limited to *one reward* per academic year as a matching grant. The college pays the cost of attendance up to \$500 for PhD students. The student is not given a budget rather a specific amount for attending only one conference in an academic year. The funding does not carry forward and the requested amount can be funded ***up to*** the amount mentioned previously, thus a realistic budget is required to secure the funding.

Requests may be submitted at any time from three months up to 30 days prior to the requester's departure date. A minimum of 45 days is required for international travel.

Grant requests will be evaluated and reviewed by the Department Head or the Graduate Student Advisor, the Associate Dean for Faculty | Diversity | Operations, and then it will be submitted to the Dean for approval. A notification of reward will be sent by e-mail to the requesting graduate student, with a copy forwarded to the appropriate department head and graduate student advisor.

Requests for payment must be made no later than 30 days from the activity (end-of-conference) date. At the end of the fiscal year the date may be less than 30 days to meet the deadline of reimbursement submissions set by USC.

A report of no more than one page outlining the daily activities must be submitted to the student's advisor within 30 days of the end-of-conference date. The student is responsible for a timely submission of this report; failure to do so may result in full repayment of the funds back to the college. This report may be e-mailed or sent as hard copy with copies to the department / unit head and a copy to the Associate Dean for Faculty | Diversity | Operations. Students who have not submitted this report on time will not be eligible for application in the future.

**College of Hospitality, Retail, & Sport Management  
Conference Grants for Doctoral Students  
Application Form**

The requested amount shall not exceed \$500 for PhD students. We encourage Students' PhD advisor or departments match these conference funds. Submit supporting documents with the application form to the Associate Dean for Faculty | Operations.

**Requesting Graduate Student**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Department/Unit: \_\_\_\_\_  
 PhD Advisor name and contact information: \_\_\_\_\_

**Conference**

Name of Event: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
 Departure date: \_\_\_\_\_ Returning date: \_\_\_\_\_

**Activity** Accepted for Oral Presentation (\_\_\_) and/or Multimedia Presentation (\_\_\_)

**Paper's title and authors:** \_\_\_\_\_

Documentation	Confirmation in form of:	Attached		Date expected to be received
		YES	NO	
1	Acceptance letter	_____	_____	_____
2	Justification of attendance (intellectual merit of conference)	_____	_____	_____
3	Other (specify as needed)	_____	_____	_____

**Estimated Expenses**

- Transportation \_\_\_\_\_ \$ \_\_\_\_\_
  - Lodging \_\_\_\_\_ \$ \_\_\_\_\_
  - Meals \_\_\_\_\_ \$ \_\_\_\_\_
  - Registration \_\_\_\_\_ \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_
- Total Estimated Expenses \$ \_\_\_\_\_

**Requested amount:** \$ \_\_\_\_\_

Are you receiving matching funds to support this travel? If so, please specify the source and the amount.

\_\_\_\_\_

\_\_\_\_\_  
Associate Dean for Faculty, Operations

\_\_\_\_\_  
Review Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Review Date

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Decision on the Application:     Supported     Not Supported     Re-submit

**Justification for attendance and the intellectual merit of the conference** (written by the student). Please explain why it is important to attend this conference for you personally, for your department, for the UofSC and for the State of South Carolina. It is important not to take this statement lightly, you must be able to show the merit for your attendance and the benefit gained for the taxpaying SC citizens.

**To be filled by the student's PhD advisor (or the department chair):**

Departmental/school/personal matching contribution to this travel grant?\*\$ \_\_\_\_\_

Other contributions:                      Source(s) \_\_\_\_\_ \$ \_\_\_\_\_

On a scale from low (1) to 5 (high), please rate the significance of the event for which funding is requested in the student's field: \_\_\_\_\_

Please comment about the significance of the student's research and presentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend that this student be considered for the HRSM Conference Matching Travel Grant based on his or her previous record and the present status of research accomplishment.

\_\_\_\_\_  
Signature of School/Department Head

\_\_\_\_\_  
Signature of Faculty Advisor/Sponsor

Date:

Date: