

**DUKE MIDDLE EAST STUDIES CENTER (DUMESC) GRADUATE SCHOOL CONFERENCE TRAVEL
AWARD APPLICATION**

AWARD APPLICATION PROCEDURE: The application must be complete and submitted at least one month (30 days) prior to the date of the conference. **No awards will be granted retroactively.** The application form **must** also be accompanied by a **brief letter of intent** (with relevant details of the trip), a **brief abstract** of the paper to be presented at the conference, and a letter of support from the chair of the applicant's dissertation committee. Completed applications should be submitted to the Senior Program Coordinator of DUMESC via email at td112@duke.edu. They will then be forwarded to the DUMESC Executive Committee for review.

ELIGIBILITY: Eligible students include graduate student enrolled in a Ph.D. granting program at Duke University. Graduate students are limited to **one DUMESC conference travel award per fiscal year** (July 1-June 30).

Ph.D. students who have not yet passed their preliminary exams are eligible to receive conference funding from DUMESC prior to passing those exams. All graduate students are encouraged to participate in the ISTHMUS seminars which provide valuable feedback on research and writing from UNC and Duke faculty members and students.

Ph.D. students who have passed their preliminary exams and have already received conference travel funding from the Graduate School may receive funding for a second conference through DUMESC.

Graduate students who are actively participating in a conference (i.e., presenting a paper) are eligible. Students attending conferences during the academic year must be registered at the time of the conference. For summer conferences, students must be registered for the upcoming fall semester, and have been registered for the previous spring semester. **No exceptions will be made.**

TERMS OF THE AWARD: DUMESC will provide \$250 to \$500 towards expenses for registration fees, primary transportation to and from the conference, lodging, and meals. *Upon completion of the grant activities, graduate students will have to submit a summary of their experience which must include how the travel grant contributed to the preparation of a publication or dissertation chapter. No grant funds will be disbursed until this summary has been received by DUMESC.*

REIMBURSEMENT: Save all original expense receipts. When you return from your trip, if you are in the Duke Payroll system, you may instead submit your expenses electronically yourself via [Duke@Work](#). If you are not on Duke Payroll, you may submit a [Travel Expense Form](#) to DUMESC for appropriate charge codes and allocations.

DUMESC expects students to find the most reasonable and economical lodging and transportation. Call around and get price quotes. Do not forget to ask about any taxes that may be charged. If you can, share a room instead of getting a single.

The Travel Expense Form must be submitted no later than 1 month from the date of the conference. If you need an advance on this grant, please contact the Senior Program Coordinator of DUMESC.

INTERNATIONAL TRAVEL: International Travelers must now register their travel plans in advance with the Duke Travel Registry. Please review the Travel Policy, complete the Graduate & Professional Students Travel Registration form at <https://travel.duke.edu> and have your flight, destination and passport information available before you log in. Per the Duke Travel Policy, this process will speed assistance or evacuation in the event of an emergency.

Name _____ Duke Unique ID _____
Phone # _____ Email _____
Department _____
Department P.O. Box # _____

Will you be registered full-time at the time of the conference? _____

Have you received a Conference Travel Grant in the current fiscal year? _____

Title/Topic of paper you will be presenting: _____
Conference title: _____
Conference location (City, State, Country): _____
Conference dates: _____

Details of Expenses:

Registration Fee: _____
Primary Travel Expense: _____ Type: _____ (Air, auto, bus, etc.)
Food per day: _____
Lodging per night: _____

TOTAL: _____
Other Awards: _____ Type: _____

Total Requested from the Duke Middle East Studies Center: _____

Applicant Signature: _____
Date of Application: _____