**University of Kentucky**

**Department of Political Science**

**Conference Proposal Form**

Before submitting a conference proposal, the student should receive confirmation from his/her advisor that s/he is ready to present at a conference. It is entirely up to the advisor whether or not the student is ready to present his/her work at a conference. Given that it is the advisor’s reputation on the line, the DGS will make no attempt to second-guess this decision. The student will be ineligible for travel funding from either the department or the Graduate College unless s/he submits this form to the DGS prior to the Graduate College and department deadlines.

Student’s name: [\_]

Student ID number: [\_]

Student’s advisor: [\_]

Conference to which the proposal will be sent: [\_]

Date of the conference: [\_]

Place (city, state, country) of the conference: [\_]

The Student intends on applying for travel funding from:

[\_] The DGS and Graduate Committee

[\_] The Political Science Department

[\_] Another external source [if yes, please list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

By signing below, the advisor confirms that the student is sufficiently prepared to present the work listed above at the conference listed above.

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Advisor’s signature Date

Once the form is signed, the student will do the following:

1. Turn this form into the DGS. Send the DGS a request for travel funds with a brief list of what you are asking funding for with estimates (e.g., lodging, travel, conference fee, etc.)
2. If the student wants to apply for funds from the Department, a copy of this form should also be submitted to the Chair’s Administrative Assistant.