**Department of Romance Studies**

**Graduate Student Grant Funds Request Form**

Complete and submit a copy this form for each professional meeting/event to which you plan to attend during the current acadeic year. **If your plans change or are cancelled, you must notify the Director of Graduate Studies and the Administrative Assistant at the earliest possible time.** Students planning to attend the MLA for job interview purposes should indicate so clearly, providing as many details as available.

***TO APPLY FOR FUNDS***

Please submit the following to the Administrative Assistant:

* Travel Grant Request Form (see below)
* ‘Call for Papers’ for the event (if applicable)
* Copy of the letter of acceptance and/or invitation from the appropriate organizer. If this is not available at the time of application, you must provide it BEFORE embarking on your trip.
* Copy of abstract (if presenting a paper) or appropriate description of purpose of attendance, in English.

***AFTER COMPLETION***

Please submit the following to the Administrative Assistant:

* Documentation of having given your paper/presentation, such as a copy of the program page with your name listed.
* Documentation of expenses. See <https://www.bu.edu/rs/resources/faculty/current-graduate-students/guidelines-for-submission-of-expense-documentation/>.

**If a field in the below form does not apply, please note ‘N/A’, do not leave it blank.**

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| --- | --- |
| **Student’s Name** |  |
| **Student’s Email** |  |
| **Conference/Meeting/Event Name** |  |
| **Role at Event (e.g, Presenter, Panel Moderator)** |  |
| **Location of Event (City/State/Country)** |  |
| **Has Your Paper/Workshop/Etc. Been Accepted?** |  |
| **Travel Start Date** |  |
| **Travel End Date** |  |
| **Address Cheque Should be Mailed To** |  |
| **Total Amount Requested** | $ |