



EMORY

NELL HODGSON
WOODRUFF
SCHOOL OF
NURSING

GUIDELINE: Standards for Student Conference Funding
Effective April 1, 2019

PURPOSE

The Nell Hodgson Woodruff School of Nursing supports and encourage students to gain valuable experience by presenting at or attending professional conferences. Student conference funding is provided by the Office of Student Affairs and is managed by the Assistant Dean for Student Affairs and Diversity and the Assistant Dean for Admission and Financial Aid. This policy does not apply to required programmatic travel as part of the plan of study. Please refer the student to the Office of Education or their Program Director/Specialty Track Coordinator for funding support related to required programmatic travel.

CONFERENCE FUNDING

Funding for conference travel is provided on a reimbursement basis for qualified students. Students are eligible for funding up to the amount of \$500 per academic year (September 1 - August 31). Award amounts are contingent on the availability of funds. Students are eligible to apply more than once per academic year, but the total award amount for that academic year cannot exceed \$500.

ELIGIBILITY

Any Nell Hodgson Woodruff School of Nursing student in good academic standing as defined by the Nell Hodgson Woodruff School of Nursing may apply for the award. Student Conference Funding will be reviewed and approved three times per academic year: Fall Semester, Spring Semester, and Summer Semester. No more than three students per conference/event will receive funding support, if approved. Funding will be allocated on a first come, first serve basis.

Student applicants will be required to: Submit complete applications prior to first day of drop/add of each academic semester. All applications will be reviewed for approval within 5 business days after the end of drop/add. Completed applications may be submitted at:

<https://emorynursing.wufoo.com/forms/q1c37g110hbqnte/>

AWARD PRIORITAZATION

An increase in the number of students who apply for student conference financial assistance have created a need to prioritize. Funding priority is as follows:

- **Priority Status 1.** Students delivering an oral presentation (defined as a scheduled presentation before an audience, usually showcasing the results of a student's research) at a professional organization's regional or national conference.
- **Priority Status 2.** Students delivering a poster presentation at a professional organization's regional or national conference.
- **Priority Status 3.** Students who are part of a panel discussion (defined as to provide an opportunity for a group to hear several people who are knowledgeable about a specific issue or topic present information and discuss personal views) at a professional organization's regional or national conference.

- **Priority Status 4.** Awards are made on a first come, first serve basis who applied.
- **Priority Status 5.** Students not awarded travel funding the previous academic year.
- **Priority Status 6.** Students who have external or other funding from other sources for their presentation.

PERMITTED EXPENSES

The following are permitted travel related expenses and are eligible for reimbursement:

- Transportation to/for the conference location: Airfare, Bus, Train, Rental car, personal mileage
- Conference registration
- Lodging

UNALLOWABLE EXPENSES

- Third party reimbursements, including shared conference expenses
- Any costs not personally incurred by the applicant
- Costs incurred not in relation to the designated conference, which include, but are not limited to: Extended layovers, Non-destination locations, Associated costs(i.e. Telephone, Room services, Baggage fees, gas, tolls etc.), Expenses that have been partially reimbursed by another department, Membership fees

REPORTING REQUIRMENTS

Each funded applicant must submit a final one-page report (in full paragraphs) that serves as an in-depth overview of the conference, what was learned and benefit to you within one week upon return from the conference. <https://emorynursing.wufoo.com/forms/professional-development-conference-follow-up/>

No financial reimbursement can be processed until this synopsis is received. We also encourage our students to promote the conference/event they are attending by posting on social media at #EmoryNursing.