Emory Undergraduate Research Programs (URP)

Conference Presentation Grant Application Instructions

This application is for a one-time **Conference Presentation Grant**, administered by Undergraduate Research Programs (URP), Emory College Pathways Center. These grants may be used to defray travel and other expenses associated with a presentation at a conference, and may be requested in advance or retroactively.

Eligibility

- Any current Emory undergraduate student, on the Atlanta or Oxford campuses, from first-years to juniors, may apply if they have not already received a Conference Presentation Grant.
- Seniors who have not yet received a Conference Presentation Grant may apply for a Conference Presentation Grant if the conference takes place before their expected graduation date. Please note that completed applications must be submitted at least seven weeks before the conference date. No awards can be disbursed to a student after they graduate.
- Students enrolled in any of Emory's four undergraduate colleges, including Emory College of Arts and Sciences, Oxford College, Goizueta Business School, and Nell Hodgson Woodruff School of Nursing, may apply.
- Both domestic and international students (F-1 visa holders) may apply.
- Applicants must have received an official acceptance to present a paper or poster, or to participate in a panel discussion at the conference indicated.
- If the conference is located outside the United States, the country must have a U.S. Department of State Travel Advisory Level of 1 or 2.

Deadlines

- For the **2025-2026 Academic Year**, applications will be accepted between Wednesday, August 27, 2025 to Thursday, May 28, 2026 (11:59 PM ET).
- The application will be closed from Friday, May 29, 2026 to Sunday, August 2, 2026.

Awards

- **Up to $750** for a **domestic** conference (i.e., located in the United States)
- **Up to $2,500** for an **international** conference (i.e., located outside the United States)

Application Evaluation Criteria

- Applications will be reviewed on a first-come, first-served basis.
- This is not a merit-based evaluation, meaning we are not evaluating the quality or content of your conference presentation. Rather, applications are assessed for completeness.
- Award decisions are based on the following criteria:
    - o Meeting all eligibility requirements for the Conference Presentation Grant
    - o Submitting a complete application in CollegeConnect
    - o Providing a clear and accurate budget, along with documentation of eligible expenses, in the CollegeConnect application
    - o Receiving an endorsement from an Emory Faculty Mentor of your choosing
    - o If attending a conference outside the U.S., the country in which the conference takes place must have s a [U.S. Department of State Travel Advisory Level of 1 or 2](#).
    - o Agreeing to complete a **Post-Conference Reflection Form** within 2 weeks of the conference presentation date.

Application Timeline

- Completed applications will be reviewed within 2–3 weeks from the time of submission. Decision notifications will be emailed to the applicant's Emory email address.
- Awards will be processed approximately 3–4 weeks from the decision notification date. Awards will be paid directly to recipients and processed by the Pathways Center.
- Students are encouraged to apply for a Conference Presentation Grant before the proposed conference takes place. However, a student may submit a complete application for consideration up to two weeks after the conference has taken place.
- Award recipients are required to submit a brief reflection and a photo of their experience via the **[Post-Conference Reflection Form](#)** no later than 2 weeks after the conference presentation or no later than 2 weeks after the award disbursal, whichever is later.

Application Review

Completed applications will be reviewed by the Program Coordinator of Undergraduate Research Programs (URP), Emory College Pathways Center.

Eligible Conference Expenses

Students may use the Conference Presentation Grant to cover the following expenses:

- Transportation (e.g., airfare, Uber/Lyft, car rental)
- Meals
- Housing/Lodging (e.g., hotel, AirBnb)
- Conference Registration Fees (virtual or in-person)
- Supplies

Ineligible Expenses

Students cannot use the Conference Presentation Grant to purchase technological devices, such as cameras, microphones, laptops, etc.

Application Overview

Click here and log in using your Emory credentials to start your application.

→ **Click "Start a New Application"**
→ **Choose "Conference Presentation Grant"**

Note: In College Connect, you can save your application at any time and come back later.

Page 1 – INSTRUCTIONS

All of the information you need to complete this Conference Presentation Grant application is on this page.

Page 2 – PERSONAL BACKGROUND

This page should auto-populate with information from OPUS. You may be asked to add your Preferred Name, Preferred Pronouns, etc.

Page 3 – CONFERENCE GRANT APPLICATION

This page includes questions about your conference presentation experience. You will be asked to upload the following items:

📎 **Conference Presentation Letter of Acceptance** (required)
Upload documentation of your formal acceptance for presentation at the conference.

📎 **Conference Presentation Abstract** (required)
Upload documentation of conference presentation abstract.

📎 **Conference Presentation Materials** (optional)
Upload additional conference presentation materials (e.g., PPT, poster, handouts).

Page 4 – BUDGET

On this page, you will enter budget information for your conference presentation. Conference Presentation Grants funds may be used for eligible expenses listed above.

Page 5 - FACULTY MENTOR

You will enter the name and contact information of an Emory Faculty Mentor who can endorse your application and verify the legitimacy of the conference identified in your application.

Page 6 – DIRECT DEPOSIT / SIF

The Pathways Center highly encourages students to utilize direct deposit as the preferred payment method if possible.

📎 **Direct Deposit Confirmation**

Simply upload a screenshot from OPUS showing that your Direct Deposit is set up. We've included instructions. You must have a US-based bank account for this option. If the application is complete and approved, the award is typically disbursed via Direct Deposit 5-6 weeks from submission.

📎 **SIF Form**

Download and complete a SIF Form to be set up as a vendor to be paid. This is only required for those without a US-based bank account. If the application is complete and approved, the award check is mailed. Typical disbursal time is 6-8 weeks from submission.

Note: Processing times are estimates and may vary. Submitting accurate payment information helps ensure timely processing.

Page 7 - MEMORANDUM OF UNDERSTANDING

All Conference Presentation Grant applicants must read, agree to, and sign the Memorandum of Understanding (MOU).

Page 8 – WAIVER

All Conference Presentation Grant applicants must read, agree to, and sign the "Release, Assumption of Risk, and Covenant Not to Sue" Waiver.

Page 8 – MEDIA RELEASE

All Conference Presentation Grant applicants must read, agree to, and sign the "Media Release" form.

Page 10 - HONOR / CONDUCT CODE REVIEW

All Conference Presentation Grant applicants must grant permission for Pathways Center staff to make inquiries about Conduct or Honor Code issues on your record, knowing that the existence of a record does not preclude you from receiving an award.

Page 11 - SIGNATURE

You confirm the accuracy of the information, authorize Emory to verify details, agree that submitted materials become Emory's property, and provide your full legal name as a signature.

Page 12 - REVIEW

Review any warnings and correct errors before submitting your application.

Questions/Concerns?

If you have questions or concerns, please direct them to Michael Boyd, Program Coordinator, Undergraduate Research Programs (URP), Emory College Pathways Center, at ec.urp@emory.edu.