BOSTON COLLEGE CLOUGH SCHOOL OF THEOLOGY AND MINISTRY
Individual Conference Grant Application

Name: Date of Application:

Email: Eagle ID #:

Mailing Address:

Program: Program Year:

Name of Conference:

Date(s) of Conference: Location of Conference:

Tier of Funding (see information sheet for details)   1   2   3   4

Requests should be made 30 days in advance if possible; funding cannot be guaranteed for requests made after attending a conference.

Please attach:
1) **An itemized list of your expenses**, with high priority expenses listed first. Provide a brief justification of the cost of each item.
2) **A type-written response to the following question**: *How will attending this conference benefit you and the CSTM with regard to academic and professional development?*

Grant Amount Requested: _____ ($1500 is the max for ICG funding for all conferences throughout your degree program)

GSA Funds Requested: ____yes _____no   Date of GSA Application: _____   Amount: _____

If you did not request GSA funding, please explain why: _____

I, _____, have read the BC Travel Policy and the Procedures for an CSTM Individual Grant Application. I am aware that if I am allocated funds to attend the specified conference, I will not receive payment until after the conference takes place and after I have submitted the required reimbursement information with original receipts. By signing below, I indicate that the information contained within this proposal is true and that I am currently in good standing at Boston College.

Boston College has an international travel policy and requires a travel registry for any Boston College faculty, staff, and students when their international travel is funded or administered by Boston College or is otherwise for the purpose of engaging in professional activities. More details about the policy and a link to the travel registry can be found at the Global Engagement Gateway. You must register through the Travel Registry in advance of your trip in order to be reimbursed and submit the approval receipt with your reimbursement request.

Applicant's Signature: _____ Date: _____

Please return completed form to Maura Colleary.

If approved for funding, the applicant must submit a **BC Student Reimbursement form**: https://forms.gle/cG3GatHFj3wW29S66 with receipts **within two weeks** of returning from the conference. Failure to do so can result in funding being revoked.