

GRADUATE STUDENT CONFERENCE FUNDING, 2025-26

The Philosophy department provides our active graduate students with up to \$800 for travel assistance to domestic or international conferences per year (subject to budgetary limits). Typically, this is awarded as \$300 for a domestic or virtual conference, and \$500 for an international conference.

The funds can be used to cover registration and travel expenses to academic conferences and invited talks. To be approved for this graduate travel funding, students must be on the conference program as either commentators, presenters, or chairs, and they must be an active student (not discontinued, graduated, or on leave) at the time of the conference travel.

Students included in the program of a conference held virtually (either as commentators, presenters, or chairs) may request up to \$300 in funding to reimburse registration costs associated with attending.

Students who do not plan on attending an international conference during the academic year may request that the \$500 international funding assistance be used for a second domestic trip. Similarly, students who do not plan on attending a domestic conference may request that the \$300 domestic funding assistance be used for a second international trip.

Instead of funding for domestic, international, or virtual conference travel during the academic year, students may request up to \$300 towards registration and travel to a domestic summer school program, or up to \$500 towards an international summer school program.

To request conference or summer school travel funding, please fill in and submit the department's online [Travel/Conference Funding Request form](#). Once the Chair approves the request, the department's Business Administrator will provide details to claim the reimbursement. Reimbursements can only occur after the travel has concluded, per University policy.

Travel must be approved and occur between 9/1 and 8/31 of each year to be reimbursed from travel funds for that year. **All requests must be submitted no later than 14 days prior to the first day of travel.** No approval will be given retroactively if a request is submitted after the conference/seminar has begun or ended.

Conference funds are dependent on departmental funding, thus subject to change due to budget constraints.

Contact the department's Business Administrator, Ann Kelchner, with questions.

All travelers must adhere to the [University's travel guidelines](#). Note that the government, the University, TGS, and/or the department may need to impose travel and event-related restrictions.

Graduate students traveling abroad must register their trip in the [International Travel Registry](#).

International Students: Check with the Office of International Student and Scholar Services (OISS) *before* attending or presenting at conferences, as CPT authorization may be required. For questions, contact oiiss-advising@northwestern.edu.

In addition to department funding, graduate students may apply for conference funding from other Northwestern units:

The Graduate School's [Conference Travel Grant](#) provides up to \$800 to eligible graduate students for travel to a conference. CTGs are granted only twice in a student's graduate career, and students are only eligible for one award in an academic year. You must [apply for the Conference Travel Grant from The Graduate School](#) - applications are accepted and reviewed on a quarterly basis. (These funds can run out each quarter, so submit your request early.) Only students who have completed at least 3 quarters of full-time, full-tuition registration are eligible to apply. Further details and instructions can be found here: [TGS Conference Travel Grant](#).

Students actively affiliated with the Mellon clusters (such as Classics, Critical Theory, Gender Studies) are eligible to apply for the TGS Interdisciplinary Conference Travel Grants for Mellon-Affiliated Students. More information and application instructions for that award can be found on the [TGS website](#).

If you have been awarded funds from multiple Northwestern units for the same conference, please coordinate your reimbursement between all the units. It's best practice to submit one expense report per trip and split the costs between all funding sources.

Save all itemized receipts, proof of travel (such as boarding passes), and conference program (meeting schedule/certificate of completion, etc.). These are necessary for reimbursement.