



## Application for Conference Attendance Funds

**Deadline: Ongoing until June 30, 2024  
(Pending availability of funds)**

HERE Center researchers and affiliates are invited to apply for funds to support travel to research/professional conferences. A total of 3 awards will be issued per cycle. These funds are provided by the HERE Center and must follow guidelines as specified in this application.

- Request for funds cannot exceed more than \$1500 per academic year.
- Faculty may apply for these funds once per academic year.
- Faculty who received the HERE Center's supplemental support are not eligible.
- To be eligible, faculty must be the listed presenter for an oral or poster presentation and submit supporting documentation verifying status and acceptance.
- The research being presented must be aligned with the HERE Center's vision and mission.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### *Conference Information*

Name of conference: \_\_\_\_\_

Dates of conference: \_\_\_\_\_ Location: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

List of co-authors: \_\_\_\_\_

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In the space below, please provide us with an abstract of your presentation or poster. Include information on how the research being presented is aligned with the HERE Center's vision and mission. Feel free to include an attachment if needed.

How much are you requesting: \$ \_\_\_\_\_

Please provide an itemized (tentative) budget for the funds below.

What	Dollar (\$) Amount
Total	

*Department Chair*

I understand that the person named above will receive support for conference-related travel to be paid by the HERE Center through a reimbursement process to the faculty member's home department.

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

Submit this completed form and supporting documentation to Amber Bui at the HERE Center (amber.bui@csun.edu). Note that upon completion of travel, you will need to submit final receipts and documentation for reimbursement purposes.