



E3B MA Student Conference Fund

The Ecology, Evolution, and Environmental Biology (E3B) department is pleased to offer conference funding opportunities for MA students. In their second academic year, Master's (MA) students within the E3B department are eligible for up to \$750 in conference travel funds to present their work.

Should students require additional financial support beyond the E3B conference fund, they are strongly encouraged to explore further opportunities. The Graduate School of Arts and Sciences (GSAS) offers an additional funding option of \$300 specifically designated for conference travel. By combining the E3B conference fund with the GSAS funds, eligible students have the potential to access a total of \$1050 in financial assistance for attending their chosen scientific conference.

It's important to note that the E3B \$750 conference travel funds are accessible to MA students during their second academic year, commencing from the first day of the Fall semester. This flexible time frame provides MA students with ample opportunity to make the most of this financial support by attending a scientific conference that aligns with their research interests and academic goals.

We encourage all eligible E3B department MA students to take advantage of these conference funding opportunities and contribute to the dissemination of knowledge within the field of Ecology, Evolution, and Environmental Biology. Your participation at scientific conferences is an essential component of advancing research and promoting meaningful collaboration.

Table 1. Quick information about conference travel funds.

Year	Amount	Use	Availability
1	\$0	-	-
2	\$1050 (\$750 E3B* + \$300 GSAS)	To attend and present at any one scientific conference	Second academic year (typically first day of Fall semester) through until 6 months post-graduation

** To be eligible for the full \$750 from E3B in their second year, students are required to apply for the GSAS matching grant for their conference once they have applied for and received the E3B Conference Fund.*

PLANNING TO ATTEND A SCIENTIFIC CONFERENCE

1. **Talk to your advisor:** You should keep your advisor/committee informed about your conference plans **at every step** in this process. Discuss which conferences you might want to attend in the first year of your program and look up the likely abstract deadlines (most conferences are held annually and announce their locations and dates ~2 years in advance). Your advisor can give you advice on writing your abstract, and on things like authorship for the presentation you give.

2. **Submit an abstract:** Students must be presenting at the conference, e.g. poster or oral presentation, to be eligible for funding. You should talk to your advisor about conferences they would recommend, and you should be prepared to submit an abstract prior to the submission deadline for your conference(s) of choice. You can submit abstracts to multiple conferences, but the E3B conference fund will only cover attendance at a single conference. For most conferences, you do not have to pay to submit an abstract or guarantee your attendance at the time of abstract submission. Carefully read



the instructions for abstract submission on the conference website and talk to your advisor for advice on what to include. Abstracts are often due 6 months (or more!) BEFORE the actual conference.

- 3. Create a budget:** Explore the conference website for information about registration fees and accommodation. We recommend you also estimate the cost of travel to the conference venue. Meals to be reimbursed should be estimated, excluding tips and tax, according to Columbia Travel & Expense: \$25 for breakfast, \$35 for lunch, \$75 for dinner.

Explore volunteer opportunities- which often come with a reduced registration fee. If you can't find information about student volunteers on the conference website, you should email the organizers to ask if there will be opportunities.

Category	Vendor	Cost
Conference Registration		\$
Accommodation (X nights @ Y dollars/night including taxes and fees)		\$
Travel (airfare)		\$
Travel (ground transportation)		\$
Meals (expected costs)		\$
	Total	\$
	Total "initial amount" requested from E3B	\$
	Total requested from GSAS	\$
	Total "secondary amount" requested from E3B	

SUBMIT APPLICATION MATERIALS

Students must provide a conference flyer, proof of presentation (in the form of the conference schedule or email invitation), budget (using above template!), and other supporting documentation with their reimbursement paperwork. These materials should be emailed to the DMAP, Bekka Brodie (bb3117@columbia.edu).

APPLY FOR GSAS CONFERENCE MATCHING FUNDS

The Graduate School of Arts and Sciences provides up to \$300 in match funding for *attending and presenting* research at an academic or professional conference. Additional information can be found on the GSAS website [here](#). When you have received your invitation to present at the conference of your choice, complete the GSAS 'Application for Conference Matching Travel Funds' form, finalize your budget, and submit it via email to the DMAP and DAAF. You must also CC your primary advisor on this email to confirm that they agree with your plans.

Application deadlines for the GSAS Matching Conference Travel Funds:

- July 3 — for conferences held May through August
- November 3 — for conferences held September through December
- March 3 — for conferences held January through April

RECEIVING FUNDS

To receive direct deposit of funds, follow the directions provided at Student Financial Services, www.sfs.columbia.edu/direct-deposit. You will need your bank routing number and your savings/checking account number. If you do not enroll in direct deposit, a check will be sent to the address in SSOL.

If you have already attended the conference and incurred receipts, and have been approved by the DMAP, read and follow directions outlined in the "Receipts for reimbursement" PDF document.