



Conference Travel Grant – Policy

(Replaces the Conference Funding Policy from Sept. 2022)

The Department of Anthropology is pleased to offer its graduate students the opportunity to apply for travel grant funding to help defray the expense of presenting research at conferences. To better serve our students and facilitate more timely processing, the department has transitioned from the former Conference Funding Policy (last revised Sept. 2022), which was an after-the-trip reimbursement model, to a travel award model as of Academic Year 2026-27. This means that approved applications will receive a standard lump sum paid out through BruinBill rather than filing expenses for reimbursement after the completion of travel.

DEADLINE:

Applications are accepted on a rolling basis and are due **no later than** 5pm on the day fifteen (15) calendar days **before** the date of the conference presentation. Incomplete or late submissions will be denied.

Example: The applicant's conference presentation date is November 20th, so their application is due by 5pm on November 5th.

ELIGIBILITY:

The department will provide eligible and approved applicants with up to **one** travel grant per fiscal year (July 1st through June 30th) in support of the graduate student applicant's travel to present a paper or poster at an academic conference.

Awardees must be registered UCLA students in good academic standing (within normative time-to-degree and GPA of 3.0 or above) with the Anthropology PhD program. If presenting a joint paper/poster at the conference, the student applicant must be the primary author to be eligible.

Because of limited resources, awards are restricted to confirmed conference papers and presentations; workshops are not eligible for conference travel grant funding.

AWARD AMOUNTS:

Approved applications will be funded at one of three different amounts, determined by the location of the conference. Please note, the applicant's current location (i.e., due to *in absentia* status or fieldwork travel) will not have any bearing on the amount being provided, as Los Angeles will be considered the city of origin for all applications.

\$200 – for conferences located within the state of California

\$350 – for out of state travel (all other US states [except CA], the US Virgin Islands, and Puerto Rico) and Canada

\$800 – for other international conferences (located in a country outside of the US or Canada, or in one of the US Pacific territories)

REQUIRED DOCUMENTATION & SUBMISSION PROCEDURE:

A complete application consists of:

- 1) Completed Conference Travel Grant Application (it must be filled out in its entirety, including the signature/approval from the student applicant's Committee Chair or Co-Chair).
- 2) Title and abstract of the paper or poster that will be presented
- 3) Confirmation that the applicant's paper/poster was accepted for the conference (i.e., invitation letter/email, copy of the preliminary program showing applicant's name)

DIVISION OF GRADUATE EDUCATION (DGE) FUNDING:

Policy revised Oct. 7, 2026 – This revision supersedes all former versions of the Anthro Conference Funding Policy

The Division of Graduate Education (DGE) provides each new and continuing doctoral student up to \$1,000 total reimbursement that can be used, in whole or in part, at any time from the time they start the program through the student's seventh year of enrollment in the doctoral program. This also includes students who have not yet completed their MA, since they are considered PhD students at the time they begin the Anthro program.

NOTE: Duplicate funding is not permitted. Applicants are not allowed to apply for Anthropology Conference Travel Grant Funds if they have applied for, or intend to seek, Division of Graduate Education (DGE) funding for travel expenses related to the same conference/presentation. They may, however, use GDE and Anthro funding in the same year, for travelling to two different conferences.

For more information about DGE's Doctoral Travel Grant (DTG): <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>.

APPLICATION REVIEW, PROCESSING TIMELINES, & ADDITIONAL INFO:

Applications are reviewed by the Awards Committee Chair.

Applicants are asked to please allow up to 30 days from date of submission to receive notice on the outcome of their application. Additionally, receipt of the grant funds may take an additional few weeks to be paid out through BruinBill (after notification of application approval), so students are strongly encouraged to apply as early as possible.

Please contact the Anthro Graduate Advisor at graduate@anthro.ucla.edu for any questions.