

UNIVERSITY RESEARCH BOARD – GRADUATE STUDENT CONFERENCE **AWARD**

Purpose

- To provide students with the opportunity to present their research in high quality international venues and to interact with experts in their field beyond AUB
- To promote the research productivity of graduate students and the principal advisor.

Eligibility

- All graduate students enrolled in a Master's or PhD¹ program within AUB are eligible to apply.
- Students must be enrolled as a graduate student at the time of the conference.
- Students can apply for any virtual or in-person regional, national, or international professional meeting if giving an oral or poster presentation about their own research.
- There is no limit on the number of graduate students from a certain professor's research group who may apply.
- The student's supervisor must endorse the application before submission to the URB.
- An enrolled graduate student can benefit only once from this award.

Frequency

- One award per student during the student's enrollment in a certain graduate program.

Details of the award

- Students receiving an award will be granted up to \$2,000 for Europe and MENA region, or \$2,500 elsewhere, towards costs including conference registration and, if applicable, transportation, hotel, VISA expenses and poster printing. Any extra expenses must be covered from other sources.
- If any conference expenses are covered by the conference organizers or through another grant, duplicate funding cannot be provided by the URB.
- A maximum of ten awards per year will be granted

Application submission process

- The student should complete the required application and secure his/her advisor's signature.
- The required material to accompany the application include: an intent letter, an abstract/paper of the presented work, proof of submission and acceptance, quotes of

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expenses to be incurred (for conference registration, flights, accommodation, etc. where applicable).

- The application should be completed and emailed to the URB at urbgradaward@aub.edu.lb at least 6 weeks before the conference date.
- Applications will be reviewed on a monthly basis.

Review Process

- The URB Committee (or subcommittee thereof) is responsible for the graduate student conference grant program and shall undertake the evaluation process.
- The committee's recommendation will be submitted to the Provost for final approval.
- Upon the final approvals, the respective faculty, chair, Dean, advisor and student will be informed by URB via email.
- In case an award is not granted, the student and advisor will be informed by the URB via email.

Evaluation criteria/evidence

The grant applications will be evaluated on a **competitive basis and subject to the availability of funds**:

- The quality of the venue, such as annual meetings, society or flagship conferences, or other relevant professional meetings.
- Compliance with the guidelines and the application procedure.

Post Award Process

- Students who receive an award must submit proof of travel (boarding passes) and conference registration payment within one month of completing the activity to the URB.
- Students should submit a short statement to the URB detailing their conference experience and how it benefitted them.

Please contact the URB at urbgradaward@aub.edu.lb for any further details.

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