

Guidelines for CSWGS Graduate Students

How to Apply to CSWGS for conference and research travel money

(revised September 2024)

Applications are processed on a rolling basis.

Steps to apply for travel and/or research funding

1. Create a Word document with as much relevant information as you are able to provide about the proposed activity to be funded.
2. Add your c.v.
3. Email both to cswgs@rice.edu.

Guidelines

1. You must be enrolled in the CSWGS graduate certificate per degreeworks.rice.edu.
2. If a conference: You must be on the conference program, not merely *attending*.
3. When applications exceed resources, these are factors we use to prioritize:
 - The student is enrolled in or has completed at least SWGS 501.
 - The paper or research is clearly related to women, gender and/or sexuality.
 - The application is carefully composed, with clear explanations of each expense (e.g. transportation, lodging, food, fees), actual and possible other funding sources, explanations of any seemingly very high or very low costs (that is, we need realistic and/or actual amounts); and evidence of conference invitation/ acceptance). We want to help fund feasible trips, and we can't assess feasibility without this overall picture.
 - The student is applying for the first time to us for funding, or has not received funding through this particular process in the previous 12 months; the student has not yet given a high number of conference papers (4+). This is because we prioritize relative newcomers to conference participation.
 - We prioritize research travel if it is clearly linked to *completion* of a dissertation at an advanced stage. This is because we can't afford to support the main research effort, but we do want to help dissertators over the finish line.
 - We prioritize funding a paper at a *domestic* conference over one to be given at an *international* conference unless you tell us the specific benefit of the latter (e.g. unique value of that conference; ability to do research on the same trip; sustaining a specific existing collaboration there). This is because it doesn't necessarily make sense in the age of Zoom to spend thousands of dollars to give a 20-minute conference paper. There should be some particular benefit to being in-person for a very long-distance event.

Funding amounts

<i>Conference Trips</i>	up to \$1200 for a domestic conference trip up to \$1500 for a international conference trip
<i>Research Trips</i>	up to \$1200 for a domestic research trip up to \$1500 for an international research trip