

Professional Conference Attendance Reimbursement for Lecturers and Graduate Students

Effective 05/17/2023

1. Introduction

This policy outlines the guidelines and procedures for offering financial support to lecturers and graduate students for attending professional conferences, subject to the availability of funds within a given year. The purpose of this policy is to encourage and facilitate the professional development of lecturers and graduate students by enabling them to participate in conferences relevant to their academic roles. Reimbursement for conference attendance will be provided in the form of a stipend amounting to \$500 per lecturer per year, subject to the conditions below. We realize \$500 is not likely to cover all expenses but is meant to help.

2. Eligibility

2.1 NESAs graduate students and lecturers employed by the Department of Near Eastern and South Asian Languages and Cultures (NESAs) at The Ohio State University are eligible to apply for conference attendance reimbursement as long as they meet the lecturer or student has a legitimate role in the conference, which may include presenting research papers, delivering talks, participating in panel discussions, or engaging in activities directly related to their professional responsibilities within the Department of Near Eastern and South Asian Languages and Cultures at The Ohio State University. If you are not sure if you qualify, please do not hesitate to ask the APC or Chair.

2.2 The availability of funds allocated for conference attendance reimbursement will be determined on a yearly basis and subject to NESAs financial resources.

3. Reimbursement Process

3.1 Request Procedure

- a. Lecturers or graduate students seeking conference attendance reimbursement must submit a request to the Department Chair. The request should include the title and description of the conference, including dates, location, and significance within the applicant's field
- b. Submit requests at least two months before the event in question to ensure timely processing.

3.2 Approval Process

- a. The Department Chair responsible for evaluating conference attendance applications will review each request based on the eligibility criteria above. Requests that meet the criteria and demonstrate the potential benefits to the lecturer's professional growth and NESAs academic community will be considered for approval.

3.3 Stipend Disbursement

- a. Lecturers or graduate students whose conference attendance applications are approved will be entitled to a stipend of \$500 per year, subject to the availability of funds. Please start the travel

arrangements as early as possible after approval with NESAs Fiscal Associate (currently Abdelali/Alex Bousfiha). You must go through him for all flights, hotel, etc.

b. The stipend will be disbursed in accordance with the established financial processes of the NESAs Fiscal Team, and lecturers/students will receive the reimbursement within a reasonable period after the conference concludes.

c. Lecturers and graduate students must submit the necessary expense receipts and documentation as specified by the NESAs Pattern of Administration to facilitate the stipend disbursement.

4. Compliance and Accountability

a. Lecturers and graduate students receiving conference attendance reimbursement are accountable for adhering to The Ohio State University's policies, code of conduct, and professional ethics throughout their participation in the conference.

b. If a student or lecturer's attendance at the conference is found to be in violation of the terms outlined in this policy or the university's policies, NESAs reserves the right to seek reimbursement of the stipend disbursed and take appropriate disciplinary action.

5. Policy Review

This policy will be reviewed periodically to ensure its effectiveness and relevance. Proposed revisions or amendments will be subject to approval by the NESAs Department Chair.