

THE GRADUATE STUDENT PROFESSIONAL CONFERENCE AWARD

USU GRADUATE STUDENT SENATE

I. INSTRUCTIONS AND REGULATIONS

GSS OFFICE TSC 318

PHONE 797-7389

FAX 797-7390

The School of Graduate Studies and the Office of the Vice President for Research have allocated funds to assist graduate students in presenting their original research at meetings conducted by recognized organizations or attending professional development opportunities. If awarded, the grant may be used for registration fees, travel costs, meals (per diem is the maximum of \$7 for breakfast, \$8 for lunch, and \$13 for dinner), lodging and/or other potential costs associated with the student's research. In most cases, students pay some expenses themselves.

PLEASE BE AWARE THAT THE AWARDS ARE COMPETITIVE. THEREFORE, THEY ARE NOT GUARANTEED TO EVERY STUDENT WHO APPLIES.

1) ELIGIBILITY FOR FUNDING

- a) Students must submit a complete application package including:
 - i) Completed application
 - ii) Brief statement explaining reason for travel
 - iii) For presentations: copy of acceptance letter and abstract
 - iv) For professional development: letter of support from major professor and reason for travel statement from student
- b) A maximum of two (2) \$300 awards may be awarded to each matriculated Master's student at USU. Doctoral students are eligible for three (3) \$300 awards, while at USU.
- c) Presenters will only be eligible for one \$300 award per meeting, even if two different papers, posters or presentations are given.
- d) Students will be eligible for funding for papers presented up to **three (3) months** after they graduate, as long as the presenter is identified on the paper and in the program, as a representative of USU, not as a representative of another school or employer.
- e) Students must provide Judy Hendrickson a copy of receipts totaling \$300 or more within **two (2) weeks** after they return, in order to receive their award. Students failing to follow this procedure will forfeit their award.
- f) No awards will be given for conferences the student has already attended. These awards **are not** reimbursements. The application **must** be submitted 2 weeks before the travel date.

2) TYPES OF FUNDABLE TRAVEL

- a) Certification Programs
- b) Focus Groups
- c) Workshops
- d) Research Opportunities outside USU
- e) Paper presentations
- f) Poster session presentations
- g) Invited showings or displays that have undergone peer review (for non-research graduate programs, such as art)

3) AWARD NOTICE

Once the Award Committee has reviewed your application, a letter will be sent to you at the campus address you provided on your travel application. This letter will inform you of whether you have been approved or denied funding. If you have been approved for funding, you will be asked to do the following:

- a) Please provide Judy Hendrickson within **two (2) weeks** after you return copies of your receipts and she will submit a check request. Once the paperwork is submitted, it will take approximately ten (10) days for your check to process.

4) DISTRIBUTION OF FUNDS

PLEASE NOTE: As per university policy, if you are currently set up to receive your paycheck/stipend check through direct deposit, this GSS check will also be directly deposited into your bank account. If you are not set up to receive monies through direct deposit, your check will be sent to the address you supplied on the reimbursement request.

5) TRAVEL AUTHORIZATIONS

As of May 1, 2005, in order to simplify our travel award payment procedures, the GSS and the School of Graduate Studies does not require you to use the travel authorization process, to receive funding from our department. However, because you will be traveling as a member of Utah State University, your department may require you to fill out a travel authorization before you travel. Please contact your department for further details.

**YOU WILL FORFEIT ANY FUNDING FROM THE GSS OFFICE
IF YOU FAIL TO FOLLOW THESE PROCEDURES.**

6) DEADLINES

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Completed application to the GSS office | No later than 2 weeks before you travel |
| <input type="checkbox"/> | Copies of receipts to the School Graduate Studies | No later than 2 weeks after you travel |

Please call the GSS office (797-7389), if you have any questions or if you are having difficulty with any part of the award application or funding process.

For GSS Office Use Only

Received _____ Approved Denied Actual Award Amount: _____
Required Documents: Abstract Acceptance/Submission
Attending Only: Student Statement Letter from Major Professor
Student Emailed: _____ Letter Sent: _____ Ck Req _____ Account: D RVP

APPLICATION FOR GRADUATE STUDENT PROFESSIONAL CONFERENCE AWARD

(Please type or print ALL information)

PERSONAL INFORMATION

Name _____ Student Number _____
Home Phone _____ Campus Phone _____
Email Address _____
Local Address(REQUIRED) _____
Campus Address/UMC _____
College _____
Department _____
Major Professor _____ Phone _____
Department Head _____ Phone _____
 MS/MA PhD Expected Completion Date _____
Plan _____ (A/B/C)

DESCRIPTION OF EVENT

Destination/Event _____
Name of Sponsor/Collaborator _____
Full Title of Meeting (No Acronyms Please) _____
Meeting Location _____
Form of Participation: Certification Program Focus Group Workshop
Poster Exhibition (Art) Other Research Opportunities (Please specify) _____
Paper (Presentation) _____
Dates of Travel: From _____ To _____
Actual Dates of Participation: From _____ To _____

Supporting Documents: Copy of abstract and letter of acceptance (or receipt of submission)
 Letter of support from major professor (if attending only)
 Personal statement explaining reasons for travel

Have you received **GSS Travel Funding** previously? No Yes

If yes, Date _____ Amount _____

Other faculty, staff, or students traveling with you _____

Other students presenting the same paper/poster with you (Please circle the names of those who are also applying for GSS funding) _____

TOTAL AMOUNT NEEDED TO ATTEND EVENT

Registration Fee _____ \$ _____

Travel (airfare, rental car, etc...) _____ \$ _____

_____ \$ _____

Lodging (if sharing a room, include only your cost) _____ \$ _____

Food _____ \$ _____

Other (Please Specify) _____ \$ _____

_____ \$ _____

Estimated Total Cost of Travel \$ _____

I certify that the above cost estimate and information are complete and accurate to the best of my knowledge. I understand that MS/MA students are only eligible for **two (2)** travel grants from the GSS office, and that PhD students are only eligible for **three (3)** travel grants while at USU. I understand that my application materials must be submitted to the GSS office by the deadline, which for these awards is no later than **2 weeks before travel**. I understand that I must submit receipts totaling at least \$300 to the School of Graduate Studies within two weeks of the award letter date or return date of travel. I have read and understand all other requirements and instructions as found in the Application and. **I AM ALSO AWARE THAT THESE AWARDS ARE NOT GUARANTEED TO EVERY STUDENT WHO APPLIES.**

Graduate Student

Signature _____ Date _____

Additional Funding Sources? No Yes, Estimated Amount \$ _____

Major Professor

Signature _____ Date _____

Matching funds to be provided? No Yes, Estimated Amount \$ _____

Department Head

Signature _____ Date _____

Matching funds to be provided? No Yes, Estimated Amount \$ _____

**SUBMIT TO: GRADUATE STUDENT PROFESSIONAL CONFERENCE AWARD COORDINATOR,
GRADUATE STUDENT SENATE, UMC 0105 or
Mailing address: GSS, 0105 OLD MAIN HILL, UTAH STATE UNIVERSITY, LOGAN, UT 84322-0105.**