



## **2020-2021 Graduate Student Presentation Program**

The College of Human Sciences (CHS) is pleased to announce the CHS Graduate Student Presentation Program for the 2020-2021 academic year (1 May 2020 to 30 April 2021). This program is designed to help currently enrolled graduate students develop professionally through presentation of research at professional meetings.

**IMPORTANT NOTICE: Our ability to award travel grants may be affected by University travel policies in response to COVID-19 mitigation.** For more information, please see <https://controller.vpfa.fsu.edu/coronavirus-updates>.

### **Eligibility**

The CHS graduate student must:

1. Present during the 2020-2021 academic year;
2. Be enrolled in a CHS Doctoral or Master's Degree Program at the time of application;
3. Have an abstract or paper accepted for presentation at a refereed, regularly occurring international, national or regional conference within his/her discipline greater than 100 miles from Tallahassee, FL;
4. Be the individual who presents the peer-reviewed paper or poster at the meeting or conference. See implementation section, #4.
5. Travel must occur between
  - A. 1 May 2020 and 31 August 2020 for the summer application
  - B. 1 September 2020 and 31 December 2020 for the fall application
  - C. 1 January 2021 and 30 April 2021 for the spring application
7. If a conference spans two different application periods, the student should apply to the one in which the conference **starts**.

### **Application Process**

1. Determine eligibility –see above.
2. Submit the Presentation Program Application Cover and all required materials to the Office of the Associate Dean for Research and Graduate Studies, SAN 242-N by **5:00PM EST, 1 July 2020 (summer award), 2 October 2020 (fall award) or 2 March 2021 (spring award)**. **Late and/or incomplete applications will not be considered for funding.**
  - A. The application cover sheet can be found on the college website <https://humansciences.fsu.edu/the-college/gsac/> (scroll to bottom of page).
    - Must be typed and completely filled out; and
    - Have both required signatures.
  - B. Minimum items to be included:
    - Copy of the entire abstract(s) you submitted to the conference;
    - Copy of the acceptance letter(s)/e-mail(s);
    - Copy of the conference program (cover, conference at-a-glance schedule, and pages where your name appears);
    - Copy of the **Departmental Form** for Supervisor Approval of Student Travel (includes itemized budget);
    - “Travelers Seeking Reimbursement for Less Travel Expenses than Entitled” Form (available on same website as this application); and
    - All conference receipt(s) that place you at the location of the conference. If you travel after the application deadline, we ask that you include reservations for as many items as possible.
  - C. The applicant is responsible for submitting all required items; office staff will receive applications just as they are submitted (no pre-review). The review committee will check for completeness of the application.

- D. Add Ms. Tara Hartman as a travel delegate for yourself in Concur (Travel Software System of FSU). If you do not hold an appointment with FSU, please contact Ms. Hartman to fill out additional paperwork so that she may serve as your travel delegate.

### **Implementation**

1. A limited number of awards are available; five (5) for each of the three application periods. If all monies are not awarded in each application period, the available funds will roll to the next application period. Each award will be \$500.00. Reimbursement is receipt-based (must follow the Reimbursement Policy). This award is not need-based.
2. Students may only submit one application for each of the three application periods (see #3 below for awarding of funds);
3. A student may only earn one award in the 2020-2021 academic year;
4. Selection will be based on several factors, primarily: level of the student (doctoral preferred over master's), the type of presentation (paper/symposium/tutorial/workshop, oral poster/thematic poster/research discussion, or student panel/roundtable), the type of conference (international, national, or regional), the number of unique presentations by the student at the conference, authorship (first author weighted more) and distance to the conference.
5. In case of a tie, extra consideration will be given to those who have not received this award before, have been selected by the conference for an award or to participate in a competition, or have been highlighted by the conference group for cutting edge merit. Please provide documentation of any of these items in your application.

### **Reimbursement Policy**

**Reimbursement is limited to the amount of the award and the receipts provided. You must provide documentation of either a paid amount or zero balance on all receipts.** The university policies pertaining to the most commonly asked travel questions are listed below.

1. Students will only be reimbursed for items which they themselves paid for or charged (no third parties; student name / proof of payment must appear on receipt) and have not been reimbursed from any other source. Travel expenses paid through cash back programs, rewards points, sky miles, and so forth are not eligible for reimbursement.
2. Rental Vehicle reimbursement will only be for a compact vehicle (preferred company is Enterprise Rent-A-Car). Special arrangements may be needed for a larger group and in this case the applicant must check with this office prior to rental agreement. Gas receipts will be reimbursed.
3. Reimbursement for personal vehicle use will be \$0.445 per mile and no gas receipts will be reimbursed. You will be asked to provide a start address and an end address so that mileage may be calculated by the Concur system.
4. Air Travel reimbursement will require the student to provide the airline ticket number.
5. Meal allowances will be determined per FSU policy. It is important to note that any meal provided by the conference to presenters, whether or not you partook, will not be reimbursed.
6. For travel occurring after the award is granted, all travel receipts must be submitted to the Associate Dean for Research and Graduate Studies Office within ten (10) business days from the last day of the conference. **For travel occurring before the award is granted, all travel receipts must be turned in with the application.**

### **Other Opportunities**

Each student is strongly encouraged to also apply for funding from other sources including:

1. Departmental financial support;
2. Major Professor financial support;

3. FSU Congress of Graduate Students' (COGS) Conference Presentation Support Grant. The student may apply directly to COGS. This program is offered on a first-come, first-serve basis and has a different time frame than the CHS Graduate Student Presentation Program; and
4. Often conferences or associated professional organizations offer travel grants. We encourage students to apply if he or she is eligible.