Instructions: FY16 Master Student Travel to Present Papers

PLEASE NOTE! REIMBURSEMENT IS PROVIDED ONLY FOR CONFERENCE REGISTRATION, HOTEL, AND TRAVEL EXPENSES. STUDENTS ARE RESPONSIBLE FOR FOOD EXPENSES.

Purpose: This fund was created to support students currently enrolled in a master degree program at IUP who are presenting papers and posters at professional meetings. It is administered by the School of Graduate Studies & Research (SGSR).

Eligibility: Master students may apply for up to a total of $750 in funding for the period July 1, 2015 through June 30, 2016. **After the application is approved, students must pay all expenses up front and submit the proper paperwork for reimbursement immediately after the conference.** Conferences held at IUP are not eligible for funding (except for students in on-line only or blended graduate programs). Date of IRB approval is required for research that involved data collection with human subjects. SGSR funds are limited and should be applied for early in the funding year.

Application and Abstract: A completed application for funding (next page), along with the presentation abstract, must be received by the SGSR at least two weeks prior to the conference date. The abstract should be the same abstract that is being submitted to the conference coordinators. Because the student's Department Graduate Coordinator must sign the application before it goes to the SGSR, the student should **submit the application to their department at least four weeks prior to the conference.** Applications received at the SGSR during or after the conference date will not be approved for funding.

Application Procedure:

1. Student submits completed application, along with the abstract of the proposed conference presentation, to their Department Graduate Secretary or Graduate Program Coordinator at least four weeks prior to the conference date.
2. Department Graduate Coordinator reviews, indicates amount of funding from Dept, signs, and forwards the application and abstract to either their Dean (required only if Dean is providing funds) or to the Assistant Dean for Research, SGSR, 122 Stright Hall (or scan and e-mail to grad-research@iup.edu). Form may also be signed by Department Chair.
3. Assistant Dean for Research approves or denies the application. The fully signed application (which indicates the amount of funding approved) is e-mailed to the Applicant, Department Graduate Coordinator and Department Secretary, along with the link to instructions for reimbursement. Reimbursement instructions must be read by the Applicant BEFORE travel commences.

Maximum SGSR Award for Master Students:
$750 for a paper presented out-of-state
$375 for a paper that is co-authored and co-presented by graduate students seeking SGSR funding
$350 for a paper presented in-state
$175 for a paper that is co-authored and co-presented by graduate students seeking SGSR funding

If a student receives an award and is unable to attend the conference, they must notify the SGSR immediately. E-mail grad-research@iup.edu. Note: Funds are not transferable to a different activity.

Travel Reimbursement:

1. **Before traveling, the student must read the detailed reimbursement instructions.**

2. **After the presentation, the student must submit to the department the week after travel occurs:**
   a. A completed Travel Expense Voucher (form is included in the reimbursement instructions).
   b. All original receipts Hotel, airfare, and conference registration receipts must show proof of purchase by student.
   c. A copy of the page of the program listing the student's name and presentation.

3. **After the presentation, the department:**
   a. Applies the cost center number (as indicated on the approved application) to the Travel Expense Voucher.
   b. Obtains the signature of the financial manager for the cost center listed on the Travel Expense Voucher.
   c. Submits the **original** Travel Expense Voucher and receipts to the Travel Office, B18 Clark Hall
   d. Submits a **copy** of the Travel Expense Voucher (do not send copies of receipts) and program page listing the student's name and presentation to the Assistant Dean for Research, 122 Stright Hall or grad-research@iup.edu.

Upon receiving the materials from the Department, the SGSR will request a funds transfer to the department's cost center for the amount of the SGSR award (as indicated on the application). The reimbursement check is mailed directly from the Travel Office to the student (at the address indicated on the Travel Expense Voucher). **The process for reimbursement normally takes 6-8 weeks**.

The School of Graduate Studies and Research

Application Form for Master Student Travel to Present Paper

THIS FORM MUST BE TYPED, PRINTED, AND FORWARDED TO THE STUDENT'S DEPARTMENT FOR SIGNATURE, ALONG WITH THE ABSTRACT OF THE PROPOSED CONFERENCE PRESENTATION.

Name _____ Banner ID @ _____ IUP E-mail _____

Complete Mailing Address _____

Academic Department _____ Graduate Program of Study _____

Title of Paper _____

Date of IRB or IACUC approval, if applicable _____ Will you be an active IUP student during this presentation? ☐ Yes ☐ No

Conference Title (Sponsoring Organization - do not abbreviate) _____

Date of Conference Presentation _____ Conference Location _____

Does traveling to this conference require leaving the United States? ☐ Yes ☐ No

If yes, will you be taking university-owned equipment to this conference? ☐ Yes ☐ No

Is this paper co-authored or co-presented with another IUP graduate student at the same conference? ☐ Yes ☐ No

If yes, is the co-author(s) also applying for funding? ☐ Yes ☐ No

If yes, name(s) of co-author(s): _____

Estimated Reimbursable Travel Costs

Air/Ground Transportation (airfare, mileage, tolls, parking) $ _____ Hotel $ _____ Conference Registration $ _____

Total Estimated Reimbursable Travel Costs $ _____

Applicants: Print application, attach abstract and forward to your department 4 weeks before travel. You will receive the funding decision via your IUP e-mail. If funded, it is crucial to read the Reimbursement Instructions before traveling.

Signatures and Funding Commitment

Department - Graduate Coordinator or Dept Chair_____ Date_____
(signature is required)

Funding from Department $_____

College - Dean_____ Date_____
(signature is only required if funding from college is committed)

Funding from College $_____

School of Graduate Studies & Research - Asst Dean_____ Date_____

Funding from SGSR $_____ Cost Center for Travel Expense Voucher_____

If funding is denied, reason_____

Total Funding Student May Expect for Reimbursement $_____

Routing Instructions: Student applicant completes application, prints application, attaches conference abstract, and gives to department for signature and funding commitment. Graduate coordinator or department chair forwards signed application to Assistant Dean for Research, SGSR, 122 Stright (or application may be scanned and e-mailed to grad-research@iup.edu). Fully signed application is then e-mailed to applicant.