

## Instructions: FY17 Doctoral 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 doctoral program at IUP who are presenting papers and posters at professional meetings. It is administered by the School of Graduate Studies & Research (SGSR).

**Eligibility:** Doctoral students may apply for up to a total of \$750 in funding for the period July 1, 2016 through June 30, 2017. **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, 107B Stright Hall (or scan and e-mail to grad-research@iup.edu). Form may also be signed by Department Chairperson.
3. Assistant Dean for Research approves or denies the application. The fully signed application (which indicates the total 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 Doctoral Students:

\$750 for a paper presented out-of-state  
\$375 for a paper that is co-authored and co-presented by students seeking SGSR funding  
\$350 for a paper presented in-state  
\$175 for a paper that is co-authored and co-presented by 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 payment 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 IUP 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, 107B Stright Hall or by email to 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 IUP 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 Doctoral 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

IRB or IACUC approval date, 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 session?  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 account. 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/dept chair indicates dept funding, signs, and forwards signed application to Assistant Dean for Research, SGSR, 107B Stright (or application may be e-mailed to grad-research@iup.edu). (If funding from dean is anticipated, the form may be sent to the college dean and then the SGSR.) The fully signed application with the funding decision is then e-mailed to applicant with copies to signatories.