Instructions: FY16 Undergraduate Student Travel to Present Papers and Creative Works

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 an undergraduate program at IUP who are presenting papers and posters at professional meetings or creative works at professionally organized events. It is administered by the School of Graduate Studies & Research (SGSR).

Eligibility: Undergraduate students may apply for up to a total of \$500 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. 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 Chairperson 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 Secretary or Department Chairperson at least four weeks prior to the conference date.
- 2. Department Chairperson 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 jserio@iup.edu).
- 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 Chairperson 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 Undergraduate Students:

\$500 for a paper presented out-of-state \$250 for a paper that is co-authored and co-presented by students seeking SGSR funding \$300 for a paper presented in-state \$150 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, 122 Stright Hall.

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 Undergraduate 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	
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 Unite	d States? ☐ Yes ☐ No
If yes, will you be taking university-owned equipment t	o this conference?
Is this paper co-authored or co-presented with another IUP	
If yes, is the co-author(s) also applying for funding?	Yes No
If yes, name(s) of co-author(s):	
Estimated Re	eimbursable Travel Costs
Air/Ground Transportation (airfare, mileage, tolls, parking)	\$ Hotel \$ Conference Registration \$
Total Estimated Reimburs	able Travel Costs \$
	ard to your department 4 weeks before travel. You will receive the funding it is crucial to read the <u>Reimbursement Instructions</u> before traveling.
Signatures a	nd Funding Commitment
Department - Department Chairperson(signature is required)	Date
Funding from Department \$	
College - Dean	Date
(signature is only required if funding from college is commi	tted)
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 Studes	nt May Evnost for Poimbursoment \$

Routing Instructions: Student applicant completes application, prints application, attaches conference abstract, and gives to department for signature and funding commitment. Department Chair indicates department funding, signs, and forwards signed application to Assistant Dean for Research, SGSR, 122 Stright (or application may be scanned and 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.