



CONFERENCE PRESENTATION SUPPORT GRANT (2012-13)

Offered by

CONGRESS OF GRADUATE STUDENTS (COGS)

Florida State University ♦ A209 Oglesby Union ♦ Tallahassee, FL 32306-4177

Office numbers: 850-644-7166 ♦ 850-644-1124

1. Name (Last) _____ (First) _____ (MI) _____ FSU SN# _____
 Mailing Address _____ COGS is on my blackboard: Y N
 City _____ State _____ Zip Code _____ Phone _____
 Department _____ College _____
 Dept Phone _____ Work Phone _____ FSU E-mail _____

2. Name of Conference _____
 Conference Location _____ Date _____
 Departure: Date _____ Time _____ Return: Date _____ Time _____ Estimated Expenses \$ _____

3. Have you received or applied for funding from COGS this fiscal year (July 1- June 30)? Yes No
 If yes, which type of grant? Conference Presentation Grant Academic Conference Support Grant
 If yes, you are **required** to provide a letter from you Department Chair stating justification for your financial need. Students are limited to two grants total per fiscal year for a maximum of \$600 worth of grants in any single year period. All domestic grants are \$200 and all international grants are \$500.

4. Are you receiving funding for this presentation from another source/s other than COGS? Yes No
 Amount? _____ Source/s _____

5. Will you be registered for classes at the time of this conference? Y N

6. Are you employed by the university? Y N
 If yes, please provide your employee ID # (found in OMNI) _____

State of Florida regulations prohibit anyone from receiving more than 100% compensation for travel.

**** TO BE FILLED OUT BY DEPARTMENT TRAVEL REPRESENTATIVE (not your professor or dean) BEFORE SUBMISSION TO COGS****

Primary source of funding: Is the student receiving travel funds from the department? No ___ Yes ___ Amt _____
 Will the student be registered for classes at the time of the conference? Yes ___ No ___
 Dept _____ Contact Name _____ Email _____
 Phone _____ Fax _____ Signature _____

Please attach a copy of a preliminary program showing your presentation schedule or your acceptance letter and bring the application packet by the COGS Business office **at least 10 business days before your conference**. The document must name **you specifically as the primary presenter** and it must have contact information for your conference. Applications submitted without these documents will not be processed. **Do not fax** this application and attending paperwork to the office unless you are a distance student. To receive the grant money, you must submit your receipts as well as an original agenda or program within 3 weeks or 15 business days of the conference. **If you don't turn in your receipts within 30 days of the conference, your grant will be cancelled without notice.** Please see page 2 for important instructions and program policies.

By signing this form, I acknowledge that all of the information on this application is correct, that I will be a registered student at the time of the conference, and that I have read and will adhere to the COGS Presentation Grant Program Policies, as specified on page 2 of this form, the Conference Support Financial Guidelines as well as any applicable policies enforced by the Florida State University.

SIGNATURE OF APPLICANT _____ DATE _____
 SPEAKER/DEPUTY SPEAKER (For office use) _____

- _____ I have attached my letter of acceptance or preliminary schedule *and*
- _____ My department travel representative has signed my application *and*
- _____ My department Chair has provided a letter for my application (ONLY IF THIS IS SECOND AWARD)

For Office Use Only:
 Time stamp: _____
 Employee number: _____
 Travel Authorization: _____
 Expense Report: _____



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- You must be a registered FSU graduate student at the time of your conference.
- As COGS is funded by student Activities and Services fees, those students who are funded by state fee waivers (and therefore do not pay these fees) are not eligible to receive funds from this program.
- This form must be received by COGS, completed, signed, and accompanied by the required documentation as indicated on the front of this form **no less than two weeks prior to your departure**. Late applications will not be processed, nor will applications submitted after travel has commenced. If you are already receiving a paycheck through the University, reimbursement will be by Electronic Fund Transfer (EFT or direct-deposit). For others, the university will mail a check to the address you have on file. Make sure your address is current. Your check will not be mailed to your department address. **Applications cannot be processed without your FSU ID number.**
- Please note that funding from this Program is available ONLY for those actually presenting. Presenting means more than just attendance and includes presentation of scholarly papers, research abstracts, creative endeavors and performances (such as poetry readings, art exhibitions, and musical or theater performances). This does not include assisting with physical setup or supervision of a conference. If you are in doubt as to whether or not your work fits this criterion, call the COGS office for clarification.
- Funding for the Presentation Grant Program is limited; therefore, Presentation Grants are made available on a first-come first-serve basis. **It is the intent of COGS that, if possible, the department be the primary source of funding with COGS funding serving as a supplemental source.** Grant money is now divided into 3 portions for conferences taking place from July 1-Oct 31, Nov 1-Feb 29, and Mar 1-June 30. Applications can be turned in no earlier than June 1, October 1, and February 1 for the respective period. This change is to provide more students the opportunity to travel to conferences.
- COGS regards these grants as a precious resource for graduate students but is limited to the constraints of the COGS budget. Once the funds are spoken for, COGS cannot issue Presentation Grants regardless of an individual's eligibility status. We will put you on a waiting list and notify you if more funding becomes available. Please take advantage of this, miracles do happen.
- Presentation grants are awarded for travel from the FSU campus as follows:
 - Outside continental US (foreign countries, Alaska, Hawaii): \$500
 - Within the continental US (more than 100 miles) \$200

Students are limited to two grants total per fiscal year for a maximum of \$600 worth of grants in any single year period
- Please save all of your receipts when you travel. The Presentation Grant is a receipt-driven grant. Receipts totaling the amount awarded as well as an agenda or program must be turned in to the **department travel representative** within 3 weeks or 15 business days of the conference. **Mailing receipts is done at your own risk! If you don't turn in your receipts within 30 calendar days of the conference, your grant will be cancelled without notice.** Remember the State of Florida requires **receipts** to substantiate expenses. **Fax reproductions of receipts are not acceptable.** Receipts must include:
 - Date of purchase
 - Preprinted vendor name and address
 - Itemization of the purchase
 - E-Tickets **must include billing information**; otherwise they are a reservation not a receipt
 - **Hotel receipts must include either your name as primary registered guest or additional guest or payment must show last four numbers of credit card number that paid all or part of the bill belonging to you**
- As per the FSU Policy for International Experiences, distributed by the Office of Provost 1/14/2010, if your presentation is in an international location you must go to <http://global.fsu.edu/policy/index.htm> and complete a Student International Experience Plan (SIEP) and Release Form, following all safety and pre-departure requirements, and obtaining your Faculty Advisor's signature. Additionally, you must request an exemption if your travel is to a high risk country.

Students are limited to a total of two grants (either Presentation, Academic & Professional Conference Support Grants or some combination thereof) per fiscal year (July 1 through June 30). The maximum dollar amount for any given student per year is \$600.

Please note: All rules regarding this award are subject to change

Travel tip: Use Avis when renting a car. The university has a contract with them and covers the insurance cost of the bill.

When you bring your application to the COGS office, this page will act as your receipt that you have turned in your paperwork, final approval of grant will be sent to you via E-mail.

Student Name _____ Conference Location _____ Date _____
COGS Staff _____ Date Accepted _____ Amount _____ Wait List _____