



ACADEMIC & PROFESSIONAL CONFERENCE SUPPORT GRANT (2012-2013) - ATTENDANCE-ONLY

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 _____ I would like COGS 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)? Y N
 If yes, which type of grant? Conference Presentation Grant or Academic & Professional Conference Support Grant
 If yes, you are **required** to provide a **letter** from your Department Chair stating any financial support for the conference provided by the department. Students are limited to two grants total per fiscal year for a maximum of \$600 worth of grants in any single year period. All Academic and Professional Conference Support Grants are \$100.

- Are you receiving funding for this conference from another source/s other than COGS? Y N Amount? _____
 Source/s _____
- Will you be registered for classes at the time of this conference? Y N
- 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.

Please attach a copy of your conference registration form and submit it **at least 10 business days before** your conference. The document must name you specifically as a registrant and it must have billing information. Applications submitted without this document will not be processed. To receive the grant money, you must submit your receipts totaling \$100 as well as an original agenda or program **to the COGS Business office (not your department)** upon your return from the conference. **If you don't turn in your receipts within 30 days, your grant can be cancelled without notice.** Please see page 2 for important instructions and program policies. Do not FAX this document to the COGS office unless you are a distance student faxing it before submitting it to the mail.

By signing this form, I acknowledge that all of the information on this application is correct and that I have read and will adhere to the COGS Academic & Professional Conference Support 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 conference registration form.
- I have attached a letter from my Department Chair (ONLY IF THIS IS SECOND GRANT).
- I will return my receipts and a program to the COGS office, not my dept.
- I am not presenting at this conference.
- I will become compliant with FSU Policy for International Experiences, if applicable.

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



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1. You must be a registered FSU graduate student at the time you travel to your conference.
2. As COGS is funded by student Activities and Services (A&S) 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.
3. 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 with them. Make sure your address is current. Your check will not be mailed to your department address. **Applications cannot be processed without your FSU SN number.**
4. Please note that funding for this Program is available for those **attending but not presenting** at a conference.
5. Funding for the Academic & Professional Conference Support Grant Program is limited; therefore, these 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 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.
6. 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 any more 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.
7. Academic Conference Support Grants are awarded for travel from the FSU campus as follows:
 - All destinations over 100 miles distance are \$100
8. Please save all of your receipts when you travel. In order to receive the Academic & Professional Conference Support Grant, receipts totaling the amount awarded as well as an agenda or program must be turned in to **the COGS program assistant** within 3 weeks or 15 business days of your return from the conference. **Mailing receipts is done at your own risk! If you do not turn in your receipts within 30 calendar days, the grant is 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**
9. 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 two grants (either Presentation, Academic 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 portion of the bill. The travel department is more likely to cover your costs with this vendor. If you rent a larger automobile, be prepared to justify that expense. See more Travel Tips on the COGS website at <http://www.fsu.edu/~sga/cogs/index.html>.

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

Student Name _____ Conference Location _____ Date _____
COGS Staff _____ Date Accepted _____ Amount **\$100** Wait List _____