

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

Mailing Address	1. Name (Last)	(F	irst)	(MI)	FSU SN#
Dept Phone					
Dept Phone	City		State Zip	Code	Phone
2. Name of Conference Conference Location Departure: Date Time Return: Date Time Stimated Expenses \$					
Date Departure: Date	Dept Phone	Work Phone	FSU E	-mail	
Conference Location	2. Name of Conference				
3. Have you received or applied for funding from COGS this fiscal year (July 1- June 30)? Yes					
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. Stt are limited to two grants total per fiscal year for a maximum of \$600 worth of grants in any single year period. All don 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 No Are you employed by the university? Y N Hold of this conference? Y N Hold of the young to the 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 application packet by the COGS Business office at least 10 business days before your conference. Applications submit without these documents will not be processed. Do not fax this application and attending paperwork to the office unless are a distance student. To receive the grant money, you must submit your receipts as well as an original agenda or pro within 3 weeks or 15 business days of the conference. If you don't turn in your receipts within 30 days of the conference, 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 stude the time of the conference, and that I have read and will adhere to the C	Departure: Date	Time	Return: Date	Time _	Estimated Expenses \$
Primary source of funding: Is the student receiving travel funds from the department? NoYesAmt	If yes, which type of grain of yes, you are required to are limited to two grants grants are \$200 and all in the second of the s	nt? Conference Proto provide a letter from to provide a letter from the provided provided at the time are university? Y \begin{align*} N \begin{align*}	resentation Grant for a maximum of re \$500. on from another so of this conference	Academ nt Chair stating just \$600 worth of grade ource/s other than	ic Conference Support Grant ification for your financial need. Student ification for your financial need. Student ints in any single year period. All domestic COGS? Yes No
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I have attached my letter of acceptance or preliminary schedule and	Primary source of fundir Will the student be regis Dept	a preliminary program c COGS Business office orimary presenter and s will not be processe To receive the grant r iness days of the conferithout notice. Please s knowledge that all of the conferience Supponent Conference	he time of the conne he signature Signature signature n showing your proper at least 10 busine it it must have contid. Do not fax this money, you must see page 2 for imposte page 2 for imposte information on ad and will adhere the properties.	esentation schedule ess days before your application and attemption in your receipts turn in your receipts turn in structions at this application is conto the COGS Presentations as well as any	e or your acceptance letter and bring the reconference. The document must name your conference. Applications submitted ending paperwork to the office unless you as well as an original agenda or program buts within 30 days of the conference, your not program policies. Deprect, that I will be a registered student at tation Grant Program Policies, as specified applicable policies enforced by the Florida



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- 1. You must be a registered FSU graduate student at the time of your conference.
- 2. 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.
- 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 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.
- 4. 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.
- 5. 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.
- 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 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.
- 7. 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

- 8. 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
- 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 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.

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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				