Summer 2023 Graduate Student Presentation Program

The College of Health and Human Sciences (CHHS) is pleased to announce the CHHS Graduate Student Presentation Program for the 2023 summer semester (May 1, 2023 to August 31, 2023). This program is designed to help currently enrolled graduate students develop professionally through presentation of research at professional meetings.

NOTICE: Our ability to award travel grants may be affected by University travel policies. For more information, please see https://controller.vpfa.fsu.edu/services/travel.

Eligibility
The CHHS graduate student must:
1. Present research which was conducted at FSU;
2. Be enrolled in a CHHS Doctoral or Master’s Degree Program at the time of application (summer 2023 semester);
3. Have an abstract or paper accepted for presentation at a refereed, regularly occurring international or national conference within his/her discipline greater than 100 miles from Tallahassee, FL;
4. Be the individual who presents the peer-reviewed paper or poster at the meeting or conference. See implementation section, #4.
5. Travel must occur between May 1, 2023 and August 31, 2023:
   • If a conference spans two different application periods, the student must apply in to the application period in which the conference begins.
   • If the student plans to graduate in the application period, only travel prior to the last day of the semester (per academic calendar posted on the Registrar Office site) will be considered for this award.

Application Process
1. Determine eligibility – see above.
2. Submit the Presentation Program Application Cover and all required materials to the Office of the Associate Dean for Research and Graduate Studies, SAN 242-M or email to gmartinez3@fsu.edu by June 30, 2023 at 5:00PM EST. Late and/or incomplete applications will not be considered for funding.
   If submitting digital signatures, they must be via FSU DocuSign with the verification page.
   A. The application cover sheet can be found on the college website https://healthandhumansciences.fsu.edu/graduate-programs/graduate-events-and-opportunities/
      • Must be typed and completely filled out;
      • Used as a guide to put documents in order; and
      • Have both required signatures.
   B. Minimum items to be included:
      o Copy of the entire abstract(s) you submitted to the conference;
      o Copy of the acceptance letter(s)/e-mail(s);
      o Copy of the conference program - cover, conference at-a-glance schedule, and pages where your name appears;
      o Signed copy of the Departmental Travel Authorization Form (located on Departmental Graduate. Resources websites. Please contact the departmental travel rep regarding questions about this form);
o “Travelers Seeking Reimbursement for Less Travel Expenses than Entitled” Form (link on same website as the application cover sheet); and
o All conference receipt(s) that place you at the location of the conference. If you travel after the application deadline, we ask that you include reservations for as many items as possible.

C. The applicant is responsible for submitting all required items; office staff will receive applications just as they are submitted (no pre-review).

D. Add your Departmental Travel Rep as a travel delegate for yourself in Concur (Travel Software System of FSU) before you travel. If you do not hold an appointment (job) with FSU, please contact your Departmental Travel Rep to fill out additional paperwork so that he/she may serve as your travel delegate.

Implementation
1. A limited number of five (5) awards are available. Each award will be $1000.00. Reimbursement is receipt-based (must follow the Reimbursement Policy). This award is not need-based.
2. Students may only submit one application for the application period.
3. If additional application periods are posted, the student may only receive one award in the 2023-2024 academic year;
4. Selection will be based on several factors, primarily: level of the student (doctoral preferred over master’s), the type of presentation (paper/symposium/tutorial/workshop, oral poster/thematic poster/research discussion, or student panel/roundtable), the type of conference (international or national), the number of unique presentations by the student at the conference, authorship (first author weighted more) and distance to the conference.
5. In case of a tie, extra consideration will be given to those who have not received this award before, have been selected by the conference for an award or to participate in a competition, or have been highlighted by the conference group for cutting edge merit. Please provide documentation of any of these items in your application.

Reimbursement Policy
Reimbursement is limited to the amount of the award and the receipts provided. You must provide documentation of either a paid amount or zero balance on all receipts. It is not recommended to go through a third-party to book multiple items as the university requires individual receipts for airline, lodging, vehicle rental, etc. (which sometimes these companies do not provide). The university policies pertaining to the most commonly asked travel questions are listed below.

1. Students will only be reimbursed for items which they themselves paid for or charged (no third parties; student name and proof of payment must appear on receipt) and have not been reimbursed from any other source. Travel expenses paid through cash back programs, rewards points, sky miles, and so forth are not eligible for reimbursement. Travel Insurance will not be reimbursed.
2. Rental Vehicle reimbursement will only be for a compact vehicle. Special arrangements may be needed for a larger group and, in this case, the applicant must check with this office prior to rental agreement. Gas receipts will be reimbursed for rental vehicles.
3. Reimbursement for use of your personal vehicle (must be the owner and not just driving the vehicle) will be $0.445 per mile and no gas receipts will be reimbursed. You will be asked to provide a start address and an end address so that mileage may be calculated by the Concur system.
4. Registration for specialized training embedded in the conference is allowable. Membership fees will not be reimbursed.
5. Air Travel reimbursement will require the student to provide the airline ticket number.
6. Meal allowances will be determined per FSU policy. It is important to note that any meal
   provided by the conference to presenters, whether or not you partook, will not be reimbursed.
7. For travel occurring after the award is granted, all travel receipts must be submitted to the
   Departmental Travel Rep within ten (10) business days from the last day of the conference. For
   travel occurring before the award is granted, all travel receipts must be turned in with the
   application.

Other Opportunities
Each student is strongly encouraged to also apply for funding from other sources including:
   1. Departmental financial support;
   2. Major Professor financial support;
   3. FSU Congress of Graduate Students’ (COGS) Conference Presentation Support Grant. The
      student may apply directly to COGS. This program is offered on a first-come, first-serve
      basis and has a different time frame than the CHHS Graduate Student Presentation Program;
      and
   4. Often conferences or associated professional organizations offer travel grants. Please apply if
      you are eligible.