



ACADEMIC CONFERENCE SUPPORT GRANT

Offered by

Congress of Graduate Students (COGS)
Florida State University
245 Student Life Building
Tallahassee, FL 32306-4177
Ph: 850-644-7166 Fax: 850-644-1950

1. Name (Last) _____ (First) _____ (MI) _____ SS# _____
Mailing Address _____ Add me to blackboard: Y ___ N ___
City _____ State ___ Zip Code _____ Home Phone () _____
Department _____ College _____
Dept Phone _____ Work Phone _____ E-mail _____

2. Personal Data: This information is only used for processing payment as required by the university's purchasing dept. Ethnic data is strictly voluntary and will not be used in a discriminatory manner. Do you pay A&S fees? _____
Male ___ Female ___ FSU Employee (OPS, assistantship, etc) Yes ___ No ___ Nonresident Alien Yes ___ No ___
Asian/Pacific Islander ___ Black (not Hispanic origin) ___ Hispanic or Latino ___ White (not Hispanic origin) ___

3. Name of Conference _____
Conference Location _____ Date _____
Departure: Date _____ Time _____ Return: Date _____ Time _____
Estimated Expenses _____

4. 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 _____
Students are limited to two grants total per fiscal year for a maximum of \$600. All Academic Support Grants are \$100.
Only one Presentation Grant amount is determined by distance and destination, the other grant is limited to \$100. The student may choose which presentation grant is the primary one.

5. Are you receiving funding for this conference from another source/s other than COGS or your DEPARTMENT?
No ___ Yes ___ Amount? _____ Source/s _____

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, you must submit your receipts as well as an original agenda or program within 2 weeks or 10 business days of the conference. After 30 days, your grant will be cancelled. 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 and that I have read and will adhere to the COGS Academic Conference Support Grant Program Policies, as specified on page 2 of this form, as well as any applicable policies enforced by the Florida State University.

SIGNATURE OF APPLICANT _____ DATE _____



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1. You must be a registered FSU graduate student both at the time you complete this form as well as at the time you travel to 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 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 social security 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 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.** Sixty percent of this fund is available for conferences taking place from July 1 through December 31. Forty percent is reserved for release beginning in December for conferences being held from January 1 through June 30. Applications for January through June conferences will not be accepted until December so that more students have the opportunity to compete for these funds. 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.
6. Academic Conference Support Grants are awarded for travel from the FSU campus as follows:
 - All destinations over 50 miles distant are \$100
7. Please save all of your receipts when you travel. In order to receive the Academic 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 2 weeks or 10 business days of the conference. **Mailing receipts is done at your own risk!** After 30 days, the grant is cancelled. Remember the State of Florida requires **original receipts** to substantiate expenses. **Neither photocopies nor fax reproductions of receipts are 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.

Students are limited to two grants (either Presentation or Academic Conference Support Grants) per fiscal year (July 1 through June 30). Only one Presentation Grant amount is determined by distance and destination, the other grant is limited to \$100. The student may choose which presentation grant will be the primary one. The maximum dollar amount for any given year is \$600 (one foreign presentation plus a second grant of either type). Most students will only qualify for \$300 to \$400 per year.

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.

If you bring your application to the COGS office, this page will act as your receipt that you have turned in all your paperwork.

Student Name _____ Conference Location _____ Date _____
COGS Program Assistant _____ Date Accepted _____ Amount _____