



Academic & Professional Conference Support Grant- Attendance Only

Offered by

Congress of Graduate Students (COGS)

Florida State University ♦ Room 446 Thagard Building ♦ Tallahassee, FL

♦ Contact: COGSSpeaker@admin.fsu.edu or COGSDepSpeaker@admin.fsu.edu

COGS is designed to support graduate students attending conferences with supplemental funds. All requests must be submitted 15 business days prior but funds are disbursed as reimbursements to students who completes all requirements.

You must be a registered FSU graduate student at the time you travel to your conference.

COGS regards these grants as a precious resource for graduate students but is limited to the constraints of the COGS budget. These grants are made available on a first come first serve basis. 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.

FUNDING PERIODS

July 1-October 31

November 1-February 29

March 1-June 30

EARLIEST TIME YOU CAN APPLY

June 1

October 1

February 1

Funding Amounts:

- Outside continental U.S. (foreign countries Alaska, Hawaii): \$100
- Within the continental U.S. (more than 100 miles from Florida State University): \$100
- Students are limited to two (2) grants (either presentation, conference attendance, or some combination thereof) per fiscal year (July 1 Current Year-June 30 Following Year). The maximum awarded amount in travel grants for any given student is \$500 in any single fiscal year.

Submitting Your Grant Request:

- As COGS is funded by Student Activities and Service (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. Applications must be received by COGS completed and accompanied by the required documentation no less than 15 business days prior to your departure. Late applications will NOT be processed, nor will applications submitted after travel has commenced.

- Please note that funding for this Program is available for those only attending (not presenting) at a conference.

Requirements:

- Conference registration form with billing information that lists you as a registrant
- As per the FSU Policy for International Experiences, if your presentation is in an international location you must go to <http://global.fsu.edu/Travel-Policy/Student-Travel-Policy/Student-International-Experience-Plan-SIEP> 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.

Please Note: If this is your second grant for this fiscal year (July 1 Current Year-June 30 Following Year), you are required to provide a letter stating any financial support for the conference. This letter must come from your department by one of the following sources: 1) Department Chair of which you are a member or, 2) Your academic advisor

After Your Grant is Approved:

Please save all of your receipts when you travel. Receipts totaling the amount awarded \$100 as well the cover page of the conference program should be submitted to the Attendance Grant Receipt Submission link on the COGS website within 30 calendar days from the end of the conference. If receipts are not submitted within 30 days, the award will be cancelled.

Receipts must include:

Date of Purchase
Reprinted vendor name and address
Billing information Details

Expenses that Can Be Reimbursed:

Conference Registration Fees
Hotel/Lodging
Airfare
Map Mileage (if personal vehicle was used)
Ground Transportation (Uber, Lyft, Taxi, etc)
Parking Fees
Baggage Fees
Rental Car Fees (Please speak with your travel representative prior to reserving)

**** Abstract Fees and other non-travel expenses will not be reimbursed.**

PLEASE NOTE: All rules regarding this award are subject to change.