



Conference Presentation Support Grant

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 presenting at conferences with supplemental funds. All requests must be submitted 15 business days prior but funds are disbursed as a reimbursement to students who completes all requirements. This includes the presentation of scholarly papers, research abstracts, creative endeavors and performances (such as poetry readings, art exhibitions, and musical or theatre performances). This does not include assisting with physical set up, supervision of a conference or assisting presenters.

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): \$500
- Within the continental U.S. (more than 100 miles from Florida State University): \$200
- 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. Due to high demand and limited resources late applications will NOT be processed, nor will applications submitted after travel has commenced.

- Please note that Funds from this program are available only for those presenting at a conference. This includes the presentation of scholarly papers, research abstracts, creative endeavors and performances (such as poetry readings, art exhibitions, and musical or theatre performances). This does not include assisting with physical set up, supervision of a conference or assisting presenters.

Requirements:

- Conference registration form with billing information that **lists you as a registrant**
- A copy of a preliminary program showing your presentation schedule or acceptance letter which names **YOU** specifically as the primary presenter. This information must include the contact information about your conference.
- 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, 2018-June 30, 2019), you are required to provide a letter stating any additional 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 (\$200 or \$500) as well as an agenda or program which lists you as a primary presenter must be turned in to your department travel representative. COGS encourages all documents to be submitted immediately upon return for timely disbursement of funds. COGS does not recommend mailing receipts. 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 (Showing approved student receiving the grant as the payee)

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.