



Conference Support Grant

Offered by

Congress of Graduate Students

Florida State University ♦ Room 3251 Student Union ♦ Tallahassee, FL

♦ Contact: SGA-COGSSpeaker@fsu.edu or SGA-COGSFinance@fsu.edu

COGS provides supplemental funds to graduate students attending and presenting at conferences. Those presenting at conferences as representatives of FSU are eligible for more funding than those who are not. Examples of activities that are considered “conference presentations” include conference-approved exhibitions of scholarly papers, research abstracts, creative endeavors, and performances (such as poetry readings, art exhibitions, and musical or theatre performances). Funds are awarded on a first-come, first-served basis and are reimbursed to students who meet all requirements described below:

- You must be a registered FSU graduate student when you travel to your conference.
- You must submit an official document confirming conference registration.
- Your requests must be submitted 15 days before the first day of a conference.
- **For applicants PRESENTING at a conference representing FSU:** You must submit a copy of a preliminary program showing your presentation schedule or acceptance letter which names YOU specifically as the presenter. This information must include the contact information for your conference.
- As per the FSU Policy for International Experiences, **if your conference is outside the United States, you must go to <https://global.fsu.edu/travel-policy/student-travel-policy>** 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

COGS Conference Grant funds are equally distributed into three 4-month funding periods. This ensures that funding will be available throughout the year. It is recommended that grant applicants apply for funds at the start of the applicable funding period, to increase the likelihood that funding is still 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:

- FSU students requesting COGS Conference Grant funds to **attend** a conference **\$200**
- FSU students requesting COGS Conference Grant funds to **present at** a conference **within the United States: \$350**
- FSU students requesting COGS Conference Grant funds to **present at** a conference **outside the United States: \$700**
- FSU students **presenting** at a **domestic** conference & forgoing any other grants in the year: \$600
- Students are limited to two (2) per fiscal year (July 1-June 30). **The maximum awarded amount in travel grants for any given student is \$700 in any single fiscal year.**

After Your Grant is Approved:

Please save all of your receipts when you travel. **For those requesting funding for a conference presentation, an agenda or program that lists you as a 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 canceled. All receipts should be submitted to your department's travel representative. Your travel representative will help you compile an expense report on Concur.

Receipts must include:

Date of Purchase

Reprinted vendor name and address

Billing information Details (Showing approved student receiving the grant as the payee)

Please Contact SGA Accounting (sgaaccounting@fsu.edu) for the budget information needed to process the travel reimbursement.

Expenses that Can Be Reimbursed:

Conference Registration Fees

Hotel/Lodging (If you stay in an Airbnb, the person that paid the vendor in full gets the reimbursement.)

Airfare **Note: Must purchase via Concur if employed by FSU**

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. 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 days prior to your departure. Late applications will NOT be processed, nor will applications submitted after travel has commence.