

## Psychology Graduate Student Travel Funding July 2022

The department recognizes that conference attendance is important to graduate students' growth as researchers and has allocated funds to help pay for travel costs when they are attending a professional conference. The ability of the department to offer support to graduate students is closely tied to the matching programs available from the Graduate School and from the College of Social and Behavioral Sciences (CSBS).

Travel funding is available for attendance at conferences that are regional, national, or international in scope; travel funding is not available for attending or presenting at local Utah conferences. Students must be in good standing in order to receive travel funding.

*\*\*Please note: Rules for obtaining conference travel awards and the funding available from sources such as the Graduate School change frequently. Because of this, department policies regarding travel support are subject to frequent updates. Make sure that you base your travel decisions and applications on the most recent policies and instructions. If you are unsure, contact Angela at [angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu) or the Director of Graduate Studies at [sheila.crowell@psych.utah.edu](mailto:sheila.crowell@psych.utah.edu).*

There are currently four mechanisms available for graduate students to receive travel funding which includes department support, depending upon type of conference, and source of support:

- **Graduate School Early Career Professional Development Program (ECPDP)**
- **Graduate School Virtual Conference Award (VCA)**
- **Graduate School Graduate Student Travel Assistance Award (GSTAA)**
- **CSBS Graduate Travel Award**

Eligibility requirements and department matching funds vary for each mechanism, and are detailed below.

ASUU also provides travel funding for students, up to \$600 per fiscal year (July 1-June 30), with no conference presentation requirement. However, the department does NOT match ASUU travel funding, so students need to work directly with ASUU on reimbursement for these awards. The link to apply for ASUU funding is: <https://www.asuu.utah.edu/travel-funding/>

**Graduate School Early Career Professional Development Program (ECPDP).** The ECPDP is available for first- and second-year graduate students to attend academic workshops or training opportunities at a conference, without any presentation requirements. The department will match the ECPDP award, up to \$500. A student is eligible to receive one ECPDP in the first or second year of their graduate career. Students may apply for the ECPDP at the link here: <https://gradschool.utah.edu/funding/travel-assistance/career-dev-program.php>

**Graduate School Virtual Conference Award (VCA).** The VCA is available for graduate students who are presenting at a virtual conference where registration is the only expense; the

max award amount is \$200. The department will cover any remaining registration cost (over \$200). A student may receive only one VCA per year, but can receive multiple Virtual Conference Awards over the course of their graduate career. Students may apply for the VCA at the link here: <https://gradschool.utah.edu/funding/travel-assistance/virtual-conference-award.php>

In order to apply for and receive funding for conference attendance where physical travel is involved, a graduate student must present a poster or paper/talk at the conference. The following two funding mechanisms are available for this purpose.

**Graduate School Graduate Student Travel Assistance Award (GSTAA).** The GSTAA provides students with the opportunity to present research accomplishments to the academic community. The department will match the GSTAA award, up to \$500. Graduate students are only eligible to receive the GSTAA once during their graduate career. Students may apply for the GSTAA at the link here: <https://gradschool.utah.edu/funding/travel-assistance/travel-assistance-award.php>

*Students are eligible for only **ONE** Graduate School award of any type in a single fiscal year (July 1 – June 30).*

**CSBS Graduate Travel Award.** The CSBS Travel Award also provides students with the opportunity to present research accomplishments to the academic community. The CSBS award is available to students who have already received a GSTAA, and support is provided for FUTURE conference travel only. Recipients are expected to (1) submit a copy of the resulting paper/poster to CSBS, and (2) present their findings in the form of a poster at the subsequent CSBS Student Research Day (typically in April, with calls for posters earlier in Spring Semester). The department will match the CSBS award, up to \$500. Graduate students may receive only one CSBS award per year, and are eligible to receive two CSBS Travel Awards over the course of their graduate career. Students may apply for the CSBS Travel Award at the link here: <https://csbs.utah.edu/students/grad-travel.php>

The GSTAA and CSBS Travel Awards provide funding for conference registration, airfare, ground transportation, and hotel accommodation costs only; meal expenses and poster printing costs are not covered. Because of this, the department will cover up to \$50 of the cost of poster printing and up to \$128 for two days of per diem for meals for recipients of either award.

**The department will provide funds for a maximum of three conferences where physical travel is involved per graduate student over their graduate career.**

The GSTAA and CSBS Travel Awards are awarded on a first-come, first-serve basis. If a student has, in good faith, applied for travel funding at least three months prior to the conference date or within two weeks of receiving notification that the conference presentation has been accepted, but does not receive a travel award because funds from the Graduate School or CSBS have been

exhausted, the department will provide up to \$1000 to cover conference-related travel expenses (**this holds for one trip only**).

If a student does not apply for travel support from either the Graduate School or CSBS, OR does not apply within the required time frame and does not receive funds, the department will not provide travel support of any kind.

### Travel Funding Options in Brief

<b>Award Type</b>	<b>Grad School ECPDP*</b>	<b>Grad School Virtual*</b>	<b>Grad School GSTAA*</b>	<b>CSBS</b>	<b>ASUU</b>
<b>Eligibility/ deadlines</b>	First- and second-year students	Submission deadline; No travel involved	Submission deadline	Submission deadline	Submission deadline
<b>Funding amount</b>	\$500 with department match	Up to \$200	\$500 with department match	\$500 with department match	Up to \$600 per fiscal year (July 1- June 30); NO department match
<b>Availability</b>	One award during first or second year	One award per year; multiple awards over career	One award during career	One award per year; two awards during career	No restriction
<b>Allowable costs</b>	Airfare, ground transportation, conference registration and lodging	Conference registration only	Airfare, ground transportation, conference registration and lodging	Airfare, ground transportation, conference registration, lodging	Airfare, ground transportation, conference registration, lodging, poster printing

**\*NOTE: A student may apply for and receive ONE Graduate School award per fiscal year (July 1 – June 30).**

For questions regarding graduate student travel funding, and to provide documentation required for funding applications and reimbursement requests, please contact Angela Newman ([angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu)).

**\*\*Documentation requirements for ALL travel reimbursements\*\***

Airfare: (1) detailed itinerary to include airline, flight dates, flight numbers, and detailed breakdown of costs, (2) proof of payment (receipt showing credit card used)

Lodging: itemized hotel/airbnb receipt which includes credit card proof of payment

Ground transportation/parking: receipt showing credit card proof of payment

Conference registration: receipt showing credit card proof of payment; if there is a presentation requirement, a copy of the conference program which must include listing of the presentation (or a link to the online version of the program)

Meals: itemized receipt, must also show proof of payment (credit card or cash)

Poster: receipt showing proof of payment (credit card or cash)

<p>Lodging and transportation taxes are reimbursable. Utah State sales tax paid on any purchase is NOT reimbursable.</p>
--

***Please note – the department will cover the cost of a single Concur reimbursement expense report for each trip (\$25 domestic, \$35 international), so be sure that all relevant receipts are provided to Angela before requesting reimbursement.***

## **Graduate student travel costs – Direct pay and reimbursement options**

We want to do whatever we can to minimize the financial burden to graduate students for their conference-related travel, so here is a list of best practices for paying for travel subsidized by the department.

### **Conference Registration**

We can pay for your conference registration directly so you are not out-of-pocket for these costs. Just reach out to Cindy or Wendy and they will use their university credit cards to pay the registration.

If you choose to pay conference registration yourself, you will need to send Angela the documentation and have her submit for reimbursement using the Concur System after the conference ends.

### **Airline Tickets**

We can book and pay for your airline tickets directly. Just reach out to Angela and let her know the details of your trip and she will connect with the university travel agency to book and pay for the tickets.

Cindy and Wendy cannot use their university credit cards to pay for airline tickets. So if you choose to make your airline reservations on your own, you will need to pay the cost yourself and then submit the documentation to Angela for Concur reimbursement after your travel dates. But please be aware of any cancellation policies for tickets purchased from online or discount sites, as typically you cannot be reimbursed for cancellation fees.

### **Accommodations**

Unfortunately, we cannot pay for your accommodations directly (either by university travel agency or our university credit cards), so you will need to make these reservations on your own, pay yourself, and then submit the documentation to Angela for Concur reimbursement after your travel dates.

Even though most hotels will want your credit card info to secure the reservation, they do not typically require payment in advance, so you should not be out-of-pocket for these costs for any substantial length of time. Most hotels also do not charge a fee for cancelled reservations unless it is at the last minute (less than 48 hours from check-in).

If you choose to stay at an Airbnb site, you will need to make the reservation and pay the cost yourself and submit the documentation to Angela for Concur reimbursement after your travel dates. Because Airbnb generally requires upfront payment, you may be out-of-pocket for quite a while. Please also note that Airbnb charges substantial cancellation fees, and typically you cannot be reimbursed for any such fees.

Please let us know of any questions:

- Angela, [angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu)
- Cindy, [cindy.white@psych.utah.edu](mailto:cindy.white@psych.utah.edu)
- Wendy, [wendy.reeve@psych.utah.edu](mailto:wendy.reeve@psych.utah.edu)