

## **Graduate Student Travel Funding (March 1, 2018)**

The department recognizes that conference attendance is important to your growth as a researcher and has allocated funds to help you to pay for your travel costs when you are presenting a poster or talk at a 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 Science (CSBS).

There is one rule that you must follow to get travel support from the department: You must apply for matching travel funding first from the Graduate School and later from the College of Social and Behavioral Science (CSBS). **Applications for travel funding must be submitted at least three months prior to your conference presentation date or within two weeks of receiving notification that your conference paper or poster has been accepted.** If you apply within this time frame but do not receive a travel award because funds from the Graduate School or College have been exhausted, the department will reimburse you up to \$1000; if you do receive the travel award, the department will match that award up to \$500. Thus, you must make an effort to help the department and yourself by applying for travel support from these intramural sources.

The department will provide matching funds for a maximum of 3 trips per graduate student per career. The department will match the funding (up to \$500) provided by a Graduate School Travel Award. The department will also match the funding (up to \$500 each) for two trips funded by a CSBS Graduate Travel award. Again, if you apply for a travel award at least three months prior to your conference presentation date or within two weeks of receiving notification that your conference paper or poster has been accepted but do not receive funding from the Graduate School or CSBS, the department will pay for up to \$1000 of your travel costs. You will be asked to provide verification that you applied for travel funding within the required time frame and that your application was declined.

CSBS has structured its travel funding to follow support from the Graduate School (the college wants the Graduate School to fund students' first trip during their graduate careers). For this reason, your first application for travel support to your first conference trip as a graduate student should be to the Graduate School. After you have received an award from the Graduate School, you should apply to the college for funding to support your second and third trips. This order is required because you cannot receive CSBS travel support until after you have received a Graduate School Travel Award.

Travel support from the Graduate School or college, and matching from the department is limited to one conference per year. Students must be in good standing to receive travel support. If you do not apply for travel support from either the Graduate School or the college, OR you do not apply within the required time frame and do not receive funds, the department will not provide travel support of any kind.

If you are not presenting at a conference or failed to apply three months prior to the conference presentation date or within two weeks of notification of acceptance of your conference presentation, you can apply to ASUU for travel support. ASUU provides up to \$400 in funding (the ASUU web page indicates \$600) for travel to a conference and does not require that you

present a talk or poster. The department does not match ASUU travel funding and does not provide travel support in the event that ASUU's travel funds are exhausted. Students can apply for ASUU travel funding once per year.

The Graduate School and the college do not provide reimbursement for poster printing costs and meal expenses. However, the department will pay up to \$50 of the cost of poster printing and up to two days of per diem for meals. In addition, the department will pay for the travel number audit fee (\$12.00 for domestic travel and \$20.00 for international travel) that is required for the processing of travel reimbursements. To receive reimbursement for meal expenses, you must have presented at the conference. Note that the department does not provide reimbursement for the costs of attending or presenting at local Utah conferences (i.e., conferences that are not regional, national, or international in scope).

The specific instructions for applying for a Graduate School Travel Award, a CSBS Graduate Travel Award, travel funding from ASUU, and reimbursement from the department are below. The rules for obtaining a conference travel award and the funding available from sources such as the Graduate School change frequently. Because of this, the departmental 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 [sanbonmatsu@psych.utah.edu](mailto:sanbonmatsu@psych.utah.edu).

## **1. Graduate School Travel Award**

### Instructions:

Access the Graduate School website at <http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award/>. The website provides information about graduate school travel policies and the application process. If you click on "Funding Status" located on the right side of the page it will bring up a monthly listing indicating if funds are available. If a month is waitlisted you can still apply.

Clicking the application link will take you to the online application form. You must e-mail a copy of your acceptance e-mail/letter to both Angela ([angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu)) and Manny ([manuel.solis@gradschool.utah.edu](mailto:manuel.solis@gradschool.utah.edu)) at the Graduate School. This will serve to verify that your poster or talk has been accepted for presentation at the conference. Angela will be notified by the Graduate School to provide a travel number and approve matching funds. After Angela provides this information, the Department Chair will access the travel portal to review and approve the application. Final approval is given by the Graduate School Coordinator, Manuel Solis. The Graduate School recommends that you apply at least three months prior to the date of your conference.

### Rules and requirements:

In order for you to receive departmental support, you must apply to the Graduate School for an award at least three months prior to your conference presentation date or within two weeks of receiving notification of acceptance of your presentation. Must be presenting at a conference.

Only one trip funded by the Graduate School per graduate student career. Awards from the Graduate school do not pay for meals or poster printing.

Deadlines for applications: No deadlines. However, funds are awarded on a rolling basis, and can become depleted, so students are encouraged to apply as soon as possible.

## **2. College of Social and Behavioral Science (CSBS) Graduate Travel Award**

### Instructions

Access the college graduate travel website at <https://csbs.utah.edu/students/grad-travel.php>. You must submit your application online by clicking “Apply Now” on the website. Your application must include: A) a 1-page description of your research project that includes information about why the travel is important for this project; B) a list of other sources of travel support that you are applying to; C) a letter of support from the supervising CSBS faculty member and D) a travel budget (e.g., conference registration costs, airfare, ground transportation, lodging).

### Rules and requirements

Must be a graduate student in CSBS. Must be presenting at conference. Must have previously received a Graduate School Travel Award. Support is for FUTURE research-related travel. Recipients of CSBS graduate research-related travel support 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). To receive department funding in the event that college funds are exhausted, you must apply at least three months prior to your conference presentation date or within two weeks of receiving notification of acceptance of your presentation.

Deadlines for applications: September 15<sup>th</sup> and March 15<sup>th</sup>

## **3. ASUU Travel Award**

### Instructions

You will be applying as a member of the Clinical Psychology Graduate Student Association or the Developmental, Social, and CNS Psychology Graduate Student Association. You should log into OrgSync (<https://orgsync.com/login/university-of-utah>) using your campus ID and click on “My Memberships” to see if you are already a member of your respective group (we are in process of finding a way to streamline adding all students to their respective groups). For now if you do not see one of these two groups listed under “My Memberships” then please e-mail the student chair of your group and ask them to add you to the group (they will need your u-mail address to do so). The person who adds you to the group also needs to ensure that they grant you access to "Budgets" under the permissions tab so that you can submit a budget request for funding. For the remainder of the 2017-2018 academic year the student chairs are:

- 1.) Clinical Area: Madison Niermeyer
- 2.) Developmental, Social and CNS Areas: Brendan Ostlund

Once you ensure that you are a group member then please follow the instructions on ASUU's website: <https://asuu.utah.edu/funding> to submit a budget request. Please note that the PDF document linked under "Instructions for submitting a Travel Budget Request" has detailed instructions. Students are also advised to e-mail [asuustravel@asuu.utah.edu](mailto:asuustravel@asuu.utah.edu) with questions they have about the process and/or to check on the status of a pending request.

### Rules and Requirements

The ASUU Website from February 2018 states: "Students can apply for ASUU Travel Funding for academic conferences, student conferences, competitions and other travel as deemed appropriate by the ASUU Travel Committee. Applications will be reviewed on a first-come, first-served basis by the ASUU Travel Committee." In previous years students have received ASUU funding for conference attendance even if they were not presenting at the conference, but students should check with ASUU Travel directly to ensure this is still possible.

### **4. Department of Psychology Travel Support (if you applied for but did not receive an award from the Graduate School or college, and your application met the requirements described above)**

#### Instructions

Tell Angela what conference you are going to attend and provide her with verification that your poster was accepted. Tell her the dates of the conference and where the conference will take place. Early reimbursement (before conference dates) can be done for airfare and conference registration. Provide Angela with reimbursement receipts (either in her mailbox or e-mail at [angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu)).

#### Rules and requirements

The department will pay up to \$1000 of your conference expenses if you apply for but do not receive a travel award from the Graduate School or the college. You must apply for a Graduate School or college award at least three months prior to the presentation date or within two weeks after receiving notification of acceptance of your presentation to receive departmental funding. You will be asked to provide verification that you applied for travel funding within the required time frame. In addition, you will be asked to provide the email from the Graduate School or college notifying you that your application for travel funding was declined. Note that there is no carryover of the \$1000 trip allotments. That is, if you spend less than \$1000 on a particular trip, you cannot use the "unspent" money on a subsequent trip.

## **5. Department of Psychology Reimbursement for Poster Printing Costs and Meal Expenses.**

### Instructions

Provide Angela with receipts of your poster printing costs and meal expenses (either in her mailbox or e-mail at [angela.newman@psych.utah.edu](mailto:angela.newman@psych.utah.edu)).

### Rules and requirements

To receive reimbursement for meal expenses, you must have presented at the conference. You will be asked to provide verification that you applied for a Graduate School or college award at least three months prior to the presentation date or within two weeks after receiving notification of acceptance of your presentation.