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**Graduate Student Professional Development Reimbursement Award**

**Application**

 **Application**

**Eligibility**

1. Travel for a graduate student to *present their invited scholarly or creative work*, to *accept an award*, to *compete academically through a professional organization or academic institution*, or *to attend an academic conference at the regional, national, or international level*. The student may be part of a larger group but all applications should be submitted by individuals.
2. The applicant is a matriculated graduate student in good academic standing, at the time of application and at the time of travel.
3. Only ONE award per student per fiscal year (“Fiscal year” means the fiscal year in which the travel and reimbursement takes place, not the notice of award – e.g. travel that occurs in July 2019 will utilize applicant’s award for the entire July 1, 2019 - June 30, 2020 fiscal year)
4. The applicant MUST have already received written confirmation from the sponsoring organization of the applicant’s acceptance to make a presentation, receive an award, or compete.
5. The applicant MUST have a faculty sponsor. The sponsor is not required to attend the event, but must endorse the activity.
6. The travel MUST NOT be part of a credit-bearing program.

**Funding**

* **Up to $600\* –** to ***present*** invited scholarly or creative work at the regional (excl. The Greater Rochester Area – see below), national, or international conference or meeting, ***compete academically***, or ***accept an award***. (10% match required). \*\*
* **Up to $300\* –** to attend an academic conference at the regional (excl. The Greater Rochester Area – see below), national, or international level.
* **Up to $150 (for registration only) –** To present at or attend a conference in the Greater Rochester Area

Awards are made on a rolling basis until funds are exhausted. Therefore, it is in the student’s best interest to apply as early as possible, and ***applications must be received by the 14th of the month preceding travel in order to be reviewed.*** Award is not guaranteed. *All expenses incurred prior to approval are at the student’s own risk.*

\* If 5 or more students are attending the same conference from one department, funding is limited to $200 per student and applications must be forwarded by the Faculty Sponsor to the Program Director prior to submission (see Application Process).

\*\* Requests for reimbursements of more than $300 require 10% matching funds from the student (See GSPDA Guidelines). The student match must be made with personal (non-college) funds.

**Application**

**Student Name:**

**Student Email Address:**

**Preferred Telephone Number:**

**Anticipated Date of Graduation:**

**Department/Program:**

**Name of Faculty Sponsor:**

**Sponsor’s Email:**

**Name of Conference or Event:**

**Location:**

**Event website:**

**Dates of Travel (mm/dd/yy):**       through

**Poster/Abstract/Project/Event Title:**

**Brief description** of the scholarly activity and explain why this travel opportunity is important to your scholarship or degree program (Limited to 400 words):

**Required PDF Attachments** (Applications without these documents will NOT be considered complete)**:**

* Copy of your acceptance letter or email to present, receive an award, attend, or compete.
* Copy of your current unofficial transcript

**Itemized Costs** (as totals for each participant.Total request may not exceed $600):

* Travel to/from the event, if applicable (actual expenses-no mileage allowance): $
* Event registration fees, if applicable: $
* Lodging (up to 3 night maximum): $
	+ Please indicate names of all Nazareth Students sharing lodging:

**Total Request** (see Funding on pg. 1): $

**Matching Funds:** $     , enter NA if request does not require a match.

*Students are required to contribute personal funds for requests that exceed $300. (e.g. If a student is requesting $450 the total amount needed must be at least $495 and student must contribute $45 to match the $450 requested).*

**Budget Justification:** Explain the costs itemized above (e.g., cost (estimate or actual) for airline ticket; registration fee category; cost of lodging per night x room x # nights

**Additional College Sources of Funding**: Do you anticipate receiving funding from another source at the College (such as the Department or Program)? If so please identify which costs are covered by each source. For example, if this travel award will be used for airfare and lodging, but the program is covering the registration costs you would indicate this as follows:

Airfare: $400, covered by GSPDA

Lodging: $260, $200 covered by GSPDA, $60 in match from personal funds

Registration: $125, covered by Program

I anticipate using additional sources of funding. YES [ ]  No [ ]  (If yes, please indicate how these awards will be used to cover the costs.)

**Check the appropriate box:**

* I understand that this application will be submitted to the Office of Research, Scholarship, and Innovation only after my faculty sponsor has approved it. YES [ ]
* I understand that travel expenses are processed on a reimbursement basis by the Office of Research, Scholarship, and Innovation. YES [ ]
* I understand that original travel expense receipts, Certification Form, Student Travel Expense Form, and Student Payment Check Request must be submitted to the Office of Research, Scholarship, and Innovation (GAC 208) no later than 10 business days after the end of travel. YES [ ]
* I understand payment cannot be processed until my summary is submitted by email to dmathew4@naz.edu and my faculty sponsor. YES [ ]
* I certify I have sought additional funding from the College. In the event I unexpectedly become eligible for other College funding for this opportunity I will withdraw this application and notify the ORSI so that funds may be used by other students. YES [ ]
* I request special consideration as waiting for reimbursement for travel and registration poses a hardship YES [ ]  NO [ ]
	+ An advanced reimbursement is the *only* way I will be able to travel.

YES [ ]  NO [ ]

* + Description of hardship (please check all that apply)

[ ]  I have had to register greater than one month from travel.

[ ]  I have had to book travel greater than one month from travel.

[ ]  Other Reason

* + Provide an explanation on how an advance would make the travel possible

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Applicant’s Signature Date

STUDENT APPLICANT FORM ENDS HERE.

Student now sends ALL required documents (this form and required PDF attachments) to the faculty sponsor for review and completion of Faculty Approval section. The Faculty Sponsor must forward the complete GSPDA packet to Lisa Durant-Jones at ldurant4@naz.edu, with a copy to Debbie Mathewson at dmathew4@naz.edu.

NOTE: It is the student applicant’s responsibility to confirm that the faculty sponsor has completed this process.

**Faculty Approval of**

**Graduate Student Professional Development Award Application**

**Name of Faculty Sponsor**:

**Sponsor’s Email**:

**Department/Program:**

**Brief description** of your relationship to the student applicant(s) and the significance of the conference or event. (Limited to 100 words).

**Check the appropriate box:**

* I understand that this student’s GSPDA application will be submitted to the Office Research, Scholarship, and Innovation only after I’ve approved it. YES [ ]
* I agree that the budget provided is reasonable. YES [ ]
* I have discussed this student’s travel with the appropriate program director to ascertain if other students will also be attending. YES [ ]

Certifications

* I certify that, to the best of my knowledge, this student is eligible for a Graduate Student Professional Development Award.

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Faculty Sponsor’s Signature Date

SUBMIT APPROVAL

The Faculty Sponsor must forward the complete GSPDA packet as a single PDF to Lisa Durant-Jones at ldurant4@naz.edu with a copy to Debbie Mathewson at dmathew4@naz.edu. The subject line must include GSPDA: student name. Only one application per email and only emailed applications will be considered.**\***

***\*If you determine, in discussion with the program director, that 5 or more students are traveling to the same conference, this form and materials must be forwarded to that program director BEFORE being sent to ORSI by the PD.***

**Program Director Approval of**

**Graduate Student Professional Development Award Applications**

*(for 5+ students attending the same conference)*

**Names of all students**:

**Students’ Emails**:

**Name of Faculty Sponsor(s)**:

**Sponsors’ Email(s)**:

**Name of Program Director**:

**Program Director’s Email**:

**Department/Program:**

**Brief description** of your relationship to the student applicant(s) and the significance of the conference or event. (Limited to 100 words).

**Check the appropriate box:**

* I understand that this student’s GSPDA application will be submitted to the Office of Research, Scholarship, and Innovation only after I’ve approved it. YES [ ]
* I agree that the budget provided is reasonable. YES [ ]
* I understand that with 5 or more students from my program attending the same conference they are limited to $200 each from the GSPDA. YES [ ]

Certifications

* I certify that, to the best of my knowledge, these students are eligible for a Graduate Student Professional Development Award.

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Program Director’s Signature Date

SUBMIT APPROVAL

The Program Director must forward each individual student’s complete GSPDA packet as a single PDF, and include all PDFs in one email to Lisa Durant-Jones at ldurant4@naz.edu with a copy to Debbie Mathewson at dmathew4@naz.edu. The subject line must include GSPDA: Program and Conference Name.