

# Graduate Student Professional Development Reimbursement Award



Office of Research,  
Scholarship, & Innovation

## Guidelines

The Office of Research, Scholarship, and Innovation provides travel reimbursements on a first-come-first-served basis for Nazareth graduate students to present at, compete academically at, or attend regional, national, or international conferences.

Funding is available as follows:

- ◇ **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 14<sup>th</sup> 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.*

## Important Notes:

- \* 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 (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). The student match must be made with personal (non-college) funds.
- In some extenuating circumstances, waiting for reimbursement after the event may cause financial hardship. If this is the case, then please indicate on the application a request for special consideration. Hardship cases will be reviewed on a case by case basis and advance reimbursements are not guaranteed. Decisions to allow or not allow advancements of reimbursement funds are final.

## Eligibility

1. Travel for a graduate student to *present their invited scholarly or creative work, accept an award, 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 2021 will utilize applicant's award for the entire July 1, 2021 - June 30, 2022 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 academically.
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.

#### NOTES:

- Awards are disbursed on a **reimbursement basis** (e.g., after the travel has occurred and acceptable original receipts have been submitted.) All expenses incurred before approval are at the student's own risk.
- Students may receive *only one travel award per fiscal year*, independent of the amount (July 1 – June 30). Receipt of award is determined by date of travel and reimbursement, not of notice of approval.
- Funds may be used to cover only the following expense types:
  - Transportation to and from the activities (e.g., airfare, van rental, fuel costs – no mileage allowance)
  - Lodging (3 night maximum)
  - Conference registration fees
- This award cannot fund (1) faculty/chaperone expenses, or (2) student meal costs.
- 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).

***Complete applications are reviewed on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or holiday, applications will be reviewed the following business day.***

## Order of Operations for applying for funding

Students are asked to explore other funding opportunities before applying to this mechanism given the limited budget. If no funding is available through other sources such as the department or program, students are encouraged to apply for this opportunity. Incomplete or late submissions will be returned to the student and faculty sponsor without review.

### Application and Award Process

#### Student –

1. Prepare the Graduate Student Professional Development Award (GSPDA) application packet, which includes the following:
  - Application form, with completed student section, saved as a Word document
  - PDF copy of proof of acceptance/invitation from the sponsoring organization
  - PDF copy of your current unofficial transcript
2. Email all of the above documents as attachments to your faculty sponsor. NOTE: It is the

student's responsibility to make sure the faculty sponsor completes the next steps in the process.

#### Faculty Sponsor (for 1-4 students per conference) –

3. Faculty sponsor reviews your Graduate Student Professional Development Award application documents and completes the Faculty Approval section of the application form.
4. Faculty sponsor sends completed GSPDA application packet, including all supporting materials to: [tkneela8@naz.edu](mailto:tkneela8@naz.edu) and [dmathew4@naz.edu](mailto:dmathew4@naz.edu). The subject should be GSPDA: student name. Only one application should be included per email.
  - Deadline Reminder: Complete applications must be received by the 14<sup>th</sup> of each month, for travel after the 1st of the following month.

#### Faculty Sponsor (for 5+ students per conference) –

3. Faculty sponsor reviews all Graduate Student Professional Development Award application documents and completes the Faculty Approval section of the application form for each one.
4. Faculty sponsor sends all completed GSPDA application packets, including all supporting materials to the appropriate program director.

#### Program Director

5. Program Director reviews all Graduate Student Professional Development Award applications for same conference and completes the Program Director Approval section of the application form.
6. Program Director sends all completed GSPDA applications, including all supporting materials to: [tkneela8@naz.edu](mailto:tkneela8@naz.edu) and [dmathew4@naz.edu](mailto:dmathew4@naz.edu). The subject should be GSPDA: Program Name\_Conference Name.
  - Deadline Reminder: Complete applications must be received by the 14<sup>th</sup> of each month, for travel after the 1st of the following month.

*After processing, an award letter will be sent to applicant via email with amount of funding (with cc to faculty sponsor).*

#### Reimbursement and Reporting Requirements (upon completion of travel)

1. Within 10 days, submit original receipts for allowable expenses (e.g., airfare, fuel costs, conference registration fees, lodging bill with zero balance), along with the completed and signed Student Payment Check Request, Certification Form, and Student Travel Expense Form to Mrs. Debbie Mathewson, **GAC 208**. These must be originals with ink signatures.
2. Submit a short summary of your experience that we may feature on our website. You are welcome to include a copy of your poster or a photo. Summaries should be sent **via email** to both your faculty sponsor and Mrs. Debbie Mathewson at [dmathew4@naz.edu](mailto:dmathew4@naz.edu). In your summary, you should reflect on the following points:
  - How did this experience enrich your knowledge of the discipline?
  - What did you learn during this event?

- What surprised you?
  - How does this experience relate to your major coursework?
  - Describe how this experience exposed you to new and different cultures and/or beliefs?  
What was your reaction?
  - What about this experience will serve you in your life's work and how?
3. Reimbursements are made through the Accounts Payable Office, and follow their procedures and timelines.