



# IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

## Professional Advancement Grants Policies and Procedures

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### I. Purpose

Professional Advancement Grants (PAG) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting and conference travel.

### II. Travel Month Award Divisions

- a) PAGs shall be awarded based on ‘Travel Month’.
- b) The month in which a conference occurs shall be determined by the last day on which the conference occurs regardless of when travel begins or ends, this is referred to as an applicant’s ‘**Travel Month**’.
- c) The total amount of funds budgeted for PAG awards for the fiscal year shall be divided equally among the twelve months.
- d) If in a given month there is unspent money, the extra money will be distributed to the immediately preceding month.



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### III. Awarding PAG Awards

- a) Each PAG application shall receive a priority number. Anyone who has not previously received a PAG will have priority 1. Anyone who has previously received at least one PAG will have priority 2.
- b) Eligible priority 1 applicants will be awarded a PAG immediately following processing of the application and while sufficient funds remain.
- c) If the available funds are sufficient to fund all of the priority 1 applicants but not all of the priority 2 applicants, after the 15<sup>th</sup> and before the 22<sup>nd</sup> of each month, the PAG committee shall conduct a lottery to determine which priority 2 applicants to fund. This lottery shall be conducted using RANDOM.ORG. The PAG chair and at least 1 additional member of the PAG committee or executive board must be present. (Instructions on how to use RANDOM.ORG can be found in the appendix.)

### IV. Student Eligibility

- a) In order to receive PAG award, the applicant must be a graduate or professional student at Iowa State University (ISU).
  1. The applicant must be registered for the Fall Semester to receive funding for a trip which occurs in August through December.
  2. The applicant must be registered for the Spring Semester to receive funding for a trip which occurs in January through May.
  3. The applicant must be registered for either of the 2 Summer Sessions or the previous Spring semester to receive funding for a trip which occurs during June or July.
  4. The applicant must not graduate prior to travel occurring
- b) Students are only eligible for one PAG award per fiscal year (July 1 – June 30)
- c) Students may apply more than once, but the applications must be for different conferences.
  1. For example, if a student is denied a PAG award for a conference, they remain eligible to apply for a *different* conference that same fiscal year.



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### V. Travel Eligibility

- a) Applicants may receive travel funding to attend a professional meeting as a presenter or as a non-presenter.
- b) Applicants may receive travel funding to attend a professional workshop that provides experiences not available at ISU.
- c) Applicants will not receive funding for required academic activities.
- d) Travel is not eligible until proper confirmation documentation is available to provide to GPSS
  1. Presenters must have an abstract acceptance confirmation (email or letter) to be considered for a PAG award.
    - a. The letter/email containing the confirmation must be addressed to the student and should include the following information:
      1. The name of the conference or workshop,
      2. Date(s) of the conference and/or presentation,
      3. Name, title, and affiliation of the person that sent the confirmation, and
      4. Contact information for the person that sent the confirmation
    - b. GPSS may request that an applicant submit proof of acceptance in hardcopy, it is the applicant's responsibility to retain the confirmation for one (1) year following the conference.
  2. Non-presenters must have a registration confirmation (email or letter) to be considered for a PAG award.
    - a. The letter/email containing the registration confirmation must be addressed to the student and should include the following information:
      1. The name of the conference or workshop,
      2. Date(s) of the conference or workshop,
      3. Name, title, and affiliation of the conference chairperson, and
      4. Contact information for the chairperson
    - b. GPSS may request that an applicant submit proof of registration in hardcopy, it is the applicant's responsibility to retain the confirmation for one (1) year following the conference.



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### **VI. Amount of Support**

The amount of a PAG award shall be \$180.

### **VII. Application**

- a) Application forms and instructions are the responsibility of the PAG chair and are posted on the GPSS website (<http://www.gpss.iastate.edu/students/pag/>).
- b) Documentation of registration is required at the time of application (Section “Student Eligibility”).
- c) Incomplete, late, or duplicate applications will not be considered for funding.
- d) The deadline for an application is 5:00 pm on the 15<sup>th</sup> of the month prior to the month of the conference.
- e) It is in an individual’s best interest to apply as soon as possible and at any time prior to the deadline in d).

### **VIII. Travel Reimbursement**

- a) The applicant should contact his or her department for information on the reimbursement process.
- b) Documentation of registration is required for reimbursement (Section “Student Eligibility”).
- c) Dispersal of funds will conform to ISU policies.
- d) Reimbursements must be completed within 1 month from the last date of travel.
- e) Reimbursements will only be approved for actual expenses incurred.
- f) All lodging receipts and all receipts for items \$75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.



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- g) It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

### **IX. Travel Cancellation**

- a) If a student is funded to attend a conference and does not attend, the student must notify the GPSS PAG Chair in writing (email <[gpsspag@iastate.edu](mailto:gpsspag@iastate.edu)> is preferred) to cancel their PAG for that conference no later than 2 weeks after the conference.
- b) Students who do not follow the procedure to cancel will not qualify for an additional PAG within the same fiscal year.
- c) Funds awarded for travel to one conference cannot be transferred to a different conference.

### **X. Appendix**

First number the PAG applications in the lottery from 1 to  $m$ . From the RANDOM.ORG homepage, click on Random Integer Set Generator. In the box for the number of unique random integers, type the number of available PAG awards. In the boxes for the range of values, type 1 and the number of applications ( $m$ ). Then click "Get Sets." The numbers in the set are the numbers of PAG applications that get funded.



# RANDOM.ORG

Search RANDOM.ORG

Google™ Custom Search

Search

True Random Number Service

Do you own an iPhone, iPad or iPod Touch? [Check out our new app!](#) Android version coming soon.

## Random Integer Set Generator

This form allows you to generate random sets of integers. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs.

### Step 1: The Sets

Generate  set(s) with  unique random integer(s) in each.

Number of available PAGs goes here

Each integer should have a value between  and  (both inclusive; limits  $\pm 1,000,000,000$ ).

The total number of integers must be no greater than 10,000.

Number of applications goes here

### Step 2: Display Options

Each set will be printed on a separate line. You can choose from the following extra options:

- Number the sets sequentially
- Use commas to separate the set members
- Sort the members of each set in ascending order

You can select the order in which the sets are printed:

- Print the sets in the order they were generated
- Order the sets by the values that occur in them (in this case, you should also consider sorting the members of each set)
- Print the sets in random order

### Step 3: Go!

Be patient! It may take a little while to generate your sets...

Get Sets

Reset Form

Switch to Advanced Mode

Follow @RandomOrg

Like 169k

+1 9.9k