

**SENATE BILL S05-03**  
**January 31, 2005**

TITLE: Professional Advancement Grant (PAG) Policies and Procedures

WHEREAS: The PAG programs have been carried out by the Graduate and Professional Student Senate (GPSS) for a number of years, and

WHEREAS: The policies and procedures for funding research and travel PAG awards are not contained in any GPSS bill, and

WHEREAS: The PAG Chair has summarized the rules currently being used to award PAGs in the attached document, be it therefore

ENACTED: That the attached Policies and Procedures be used to determine PAG award eligibility and amounts in the future.

SPONSORS: Fach

APPENDIX A: Professional Advancement Grant (PAG) Policies and Procedures

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Michelle Bohan, President

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Joset Etzel, Parliamentarian

## **Professional Advancement Grant (PAG) Policies and Procedures**

### **I. Purpose**

A. This bill outlines the funding procedures to be followed by graduate and professional students requesting travel or research PAG funds.

### **II. Procedures and Policies**

#### **A. Eligibility**

Any Iowa State University graduate or professional student who is currently enrolled as a full-time student and who is not classified under “continuous registration” as defined in GSS Bill 95-05.

#### **B. Funding Limit**

Each ISU graduate or professional student is eligible to receive only one Travel PAG and one Research PAG per ISU Graduate College fiscal year (July 1-June 30).

### **III. Travel PAGs**

#### **A. Application Deadline**

Students should apply two months prior to the departure date; no applications should be submitted more than six months prior to the departure date. Applications should be received in the main Graduate College office no later than ten business days before departure. No applications received after the departure date will be considered for approval.

#### **B. Application Approval Process**

Applications are reviewed for funding by the Graduate College then reviewed by the GPSS PAG Chair. The Graduate College funding decision neither ensures nor precludes GPSS support.

#### **C. Approved Meetings**

Travel PAGs are granted to students attending a professional meeting or workshop. Funding will not be granted for required academic activities as defined in GSS Bill 93-06, including workshops, classes or other events required for fulfillment of a student’s degree requirements or program of study.

1. A professional meeting is defined as a gathering of an organized society for the purpose of presenting original research.
2. A professional workshop is defined as a hands-on workshop hosted by an organized society for the purpose of providing training. The training must not be available at ISU.

#### **D. “Presenting” and “Not Presenting” Status**

Travel PAGs are granted according to the length of the meeting or workshop attended and whether the student is attending to present original research.

1. “Presenting” funds will be granted to students giving a poster or oral presentation of research performed at ISU.
2. “Not Presenting” funds will be granted to students attending a workshop or attending a meeting but not presenting research.
3. No more than two primary authors will be awarded “Presenting” funds on the same research (single paper, poster, talk, etc.). If more than two primary authors apply for

“Presenting” funds the remaining students will be awarded at most “Not Presenting” funds. The total awarded amount will be divided equally between all primary authors.

#### E. Funding Amounts

Funds are granted for each day of the meeting the student attends according to the following table. Time spent traveling to or from the meeting does not qualify for funding.

Time Attended	“Not Presenting”	“Presenting”
1 day	\$15	\$35
2 days	\$30	\$70
3 days	\$45	\$105
4 or more days	\$60	\$140

### IV. Research PAGs

#### A. Application Deadline

Applications must be received in the main Graduate College office by the last Friday in October for the fall semester award cycle and the last Friday in February for the spring semester award cycle.

#### B. Restrictions

Research PAGs are provided to encourage students to pursue research beyond the scope of their degree requirements. Research PAGs are not awarded for support of thesis, dissertation or creative component research. Research PAGs will not fund any research that is an ISU sanctioned academic activity (such as a class or club recognized by ISU) as defined in GSS Bill 92-03.

#### C. Application Approval Process

The GPSS PAG Committee will review all submitted proposals each award cycle. The committee will determine by majority vote whether or not to fund each proposal. The PAG Committee Chair conducts the meeting but may not vote except to break a tie. Students who have submitted a Research PAG application may not serve on the committee during the cycle the application is under review.

#### D. Funding Amounts

Students are eligible for \$500 per year (July 1- June 30). Joint proposals may be submitted and are eligible for funding of \$500 per participating student.

#### E. Progress Reports

Students who receive funding for their Research PAG must submit a typed progress report to the PAG Chair. The due dates are the last Monday in May for funded fall semester PAGs and the last Monday in September for funded spring semester PAGs. Students who do not submit a progress report will be ineligible for future GPSS Research and Travel PAG.

#### F. Publication

All published reports of research aided by a PAG must include an acknowledgement as follows: “This research was supported, in whole or in part, by a Professional Advancement Grant from the Iowa State University Graduate and Professional Student Senate.”