

IOWA STATE UNIVERSITY
Graduate & Professional Student Senate

SENATE BILL F09-07
SENATE MEETING November 30th 2010

TITLE: Professional Advancement Grant Procedure Update and Reform

WHEREAS: There has been some desire expressed by the Graduate College and the senate to have a single bill to reference when discussing Professional Advancement Grant Procedure, and

WHEREAS: There are several small issues that are not currently addressed in senate bills, and

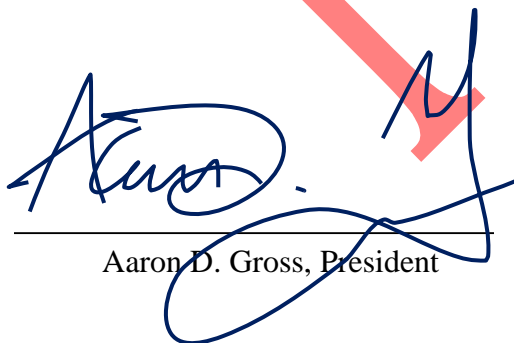
WHEREAS: There has been a stated desire among some graduate students to increase the availability of Professional Advancement Grants during the summer, be it therefore

ENACTED: That ISU graduate and professional students, who are enrolled during the spring semester, but do not graduate at the end of that spring semester, be eligible to apply for PAG funding for conferences during the following summer, and be it further

ENACTED: That the attached document entitled Professional Advancement Grant Procedure be recognized as the official policy to be followed by all relevant parties, and be it further

ENACTED: That this document be made available online and that all other online materials be updated to conform with this document by the PAG chair within one week.

Sponsors: Wells, A; Kemmet, S



Aaron D. Gross, President



Greg Peiffer, Chair of the Senate

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Professional Advancement Grant Procedure

Created November 30, 2009

I. Purpose

Funds for Professional Advancement Grants (PAGs) are provided to graduate and professional students by the Graduate College and the Graduate and Professional Student Senate (GPSS) to help defray travel expenses related to professional meetings and conferences.

II. Funding

- a. GPSS will contribute money to the PAG in an amount to be decided by the Finance Committee and Senate each year. The amount will be split into funding for four separate periods: 42% for Fall, 42% for Spring, 8% for Summer 1, and 8% for Summer 2.
- b. The Graduate College will also contribute funds according to fund availability.
- c. Travel which occurs entirely within one of these periods must be funded only from the funds allocated to that period.
- d. Travel which begins in one period and ends in the next may be funded by funds allocated to either period, but the applicant must meet the eligibility requirements of the period from which the funding is coming, including registration as appropriate.

III. Travel Periods

- a. The Fall period will begin on the first day of classes of the Fall semester and end on the first day of classes of the Spring Semester.
- b. The Spring period will begin on the first day of classes of the spring semester and end on the first day of classes of the Summer semester (Session 1).
- c. The first Summer period will begin on the first day of classes of the Summer semester (Session 1) and end on June 30th.
- d. The second Summer period will begin on July 1st and end on the first day of classes of the Fall Semester.
- e. All of these dates are according to the official ISU academic calendar which is published each year.

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IV. Eligibility

a. Student Eligibility

- i. In order to receive a PAG, the applicant must be a graduate or professional student at Iowa State University (ISU).
- ii. The applicant must not have already received a PAG during the current fiscal year which starts on July 1st and ends on June 30th of the following calendar year.
- iii. The applicant must be registered for the Fall Semester to receive funding for a trip which occurs entirely during the Fall Period.
- iv. The applicant must be registered for the Spring Semester to receive funding for a trip which occurs entirely during the Spring Period.
- v. The applicant must be registered for the Summer Semester or previous Spring Semester and not have graduated that spring to receive funding for a trip which occurs entirely during either of the two summer Periods.

b. Trip Eligibility

- i. Applicants may receive funding to attend a professional meeting, defined as a gathering of an organized society of professionals for the purpose of presenting research.
- ii. Applicants may receive funding to attend a professional workshop that provides hands-on experience not available at ISU.
- iii. Applicants will not receive funding for required academic activities defined as a class or club recognized by the University, or any course, workshop, class, or other event required for fulfillment of a student's degree requirements or Program of Study.

V. Amount of Support

- a. PAGs are awarded at two levels depending on the applicant's involvement at the meeting: Presenter and Non-Presenter.
 - i. Presenters are defined as those authors who will physically be attending to their poster or orally presenting their own original research conducted as a graduate student at Iowa State University.

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ii. Non-Presenters are defined as individuals who are not presenting original research, but desire to attend a conference or workshop.

b. The Graduate College awards \$75 to Presenters.

c. The GPSS awards \$200 to Presenters and \$120 to Non-Presenters.

d. Graduate College funding decisions neither ensure nor preclude GPSS support.

e. Professional students who are not concurrently enrolled as graduate students are only eligible for funding from GPSS.

VI. Application

a. A complete application will consist of the following:

i. A completed application form signed by the applicant's Major Professor or Advisor.

ii. If the Major Professor or Adviser is not available, and the applicant is presenting, the applicant must attach both a copy of their abstract and an email confirmation from the conference of acceptance.

iii. If the Major Professor or Adviser is not available, and the applicant is not presenting, the applicant must attach proof of registration for the conference.

b. The Graduate College maintains the account for PAGs.

c. Application forms and instructions are maintained on the GPSS website.

d. Completed applications must be received by the Graduate College no later than two weeks prior to departure.

e. The applicant must meet all the eligibility requirements, including registration at ISU as appropriate, before his or her application will be processed.

f. Incomplete or late applications will not be considered for funding.

VII. Reimbursement

a. The applicant should contact his or her department for information on the reimbursement process.

b. Dispersal of funds will conform to ISU policies.

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- c. Reimbursements must be completed within 1 month from the last date of travel.
- d. Reimbursements will only be approved for actual expenses incurred.
- e. 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.
- f. It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

VIII. Cancellation

- a. If a student is funded to attend a conference and does not attend, the student must notify the Graduate College in writing 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 grant within the same fiscal year.
- c. Funds awarded for travel to one conference cannot be transferred to a different conference.