

Request for Professional Advancement Grant

To: Graduate College, 1137 Pearson Hall

I. Graduate Student Information

Check if: YOU will formally present results

Name: _____ Student ID#: _____
(Last, First)

Student's Department: _____

Student's Signature: _____

Major Professor: _____
Name (typed and signed)

II. Professional Meeting Information

Conference Name: _____ Location: _____
No acronyms, please.

Meeting Dates: Begin: _____ End: _____
MM/DD/YYYY MM/DD/YYYY

Number of days attending: 1 2 3 4 or more

If applicable, title of paper or poster to be presented:
Presenter: (YOU MUST ATTACH AN ABSTRACT and
ABSTRACT ACCEPTANCE) _____

Non-Presenter: You must attach a registration confirmation.

Total Anticipated Expenses: \$ _____

III. Justification (MUST BE COMPLETED)

Please justify attendance/presentation:

IV. Department Contact

Name: _____ (name forms should be returned to)	Phone #: _____
Department Support: \$ _____	
Address (forms should be returned to): _____	

V. Actions Taken

For the Graduate College: _____	Date	Approved from* Graduate College: _____	\$ _____
For the Graduate and Professional Student Senate: _____	Date	Approved from** GPSS: _____	\$ _____
Comment: _____		Funds must be expended by: _____	Date

* Use Acct # 701-18-47

** Use Acct # 202-18-93

All GPSS Travel PAG funding must be used for travel only and in a manner that excludes consideration of personal gain. Related expenses must have a business justification and the traveler must exercise reasonable judgment to ensure that travel is conducted

Application Checklist for Travel PAGs

Only after completing this list is your application ready for submission. This form does not need to be returned with the application.

- Form is **typed**; handwritten forms will be denied.
- You have the following signatures:
 - Your own (student)
 - Major Professor
- The conference name is spelled out in full (no acronyms) and the conference location is included
- The meeting date includes the year of attendance to eliminate confusion
- You have included the number of days attending (travel days do not count toward this total unless you will also attend the conference on that day)
- If you are a presenter you have filled in the title of your presentation completely (do not simply refer to attachments)
- If you are a presenter:
 - Is your abstract acceptance attached? (**an acceptance letter or email notification of acceptance is sufficient**)
 - Is your abstract attached?
 - Does your abstract include:
 - A total of 600 words or less?
 - Title of poster or abstract?
 - Names of all authors, with the presenter's name in bold type?
 - Summary of Research?
- If you are a non-presenter (attending only): you are not presenting research. Your registration confirmation must be attached; this is the only thing that should be attached to your application.
- Justification has been filled out according to the requirements of [GPSS Bill S06-04 \[appendix\]](#)
 - An explanation why this particular conference is important to your professional growth and career development. It should not include a budget, your abstract, or a restatement of the conference advertisement. It should be thoughtfully written in your own words with appropriate grammar and spelling. Further, this statement should not merely state that you are presenting; ergo, you must attend.
- Applications **must** be received at the Graduate College **no later than two weeks prior to departure**. Late submissions will not be accepted.