

SENATE BILL S07-01

March 26, 2007

- TITLE: Revision of Allocation Structure for Travel PAG Funds
- WHEREAS: The intent of the Travel Professional Advancement Grant (TPAG) is to encourage travel to professional conferences and workshops beyond that required for completion of one's program of study, and
- WHEREAS: It is the intent of the Travel PAG committee to determine an appropriate and clear allocation of these supplementary monies to fund graduate and professional student travel, and
- WHEREAS: Application for a TPAG to a professional conference or workshop should be regarded in the same manner and serious nature as application for any other professional grant, and
- WHEREAS: It is imperative that graduate and professional students are afforded the opportunity to present data, meet rising researchers in their field, and discuss novel research ideas, and
- WHEREAS: Priority for funding will be on the basis of application date, not whether the applicant is presenting at a conference or workshop, and
- WHEREAS: The current allocations do not account for the steady increases in travel expenses which have occurred over the past four years, and
- WHEREAS: Revision of the current allocation structure is required to meet these demands and allocate an appropriate amount to students awarded Travel PAGs, and be it therefore
- ENACTED: The attached modifications, clarifications, and revisions be implemented, and be it further
- ENACTED: That these changes take effect for all Travel PAGs awarded for travel beginning or after July 1, 2007.
- SPONSORS: Esters, Johnson

## Travel PAG Allocation Structure and Requirements

1. The student categories “Presenting Author”, “Non-Presenting Author”, and “Non-Presenting, Non-Author” will be restructured into “Presenter” and “Non-Presenter”.
  - A. 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. As such, there can only be one presenting graduate or professional author for each poster or oral presentation.
  - B. Non-Presenters” are defined as individuals who are not presenting original research, but desire to attend a conference or workshop.
2. An acceptance letter or email notification of abstract acceptance for presentation must be attached to the Travel PAG application for all “Presenters”. This letter must include the following information: the name of the conference or workshop, date of the conference and/or presentation, names of all authors, and title of presentation. Where possible, this should also include the abstract.

If the abstract is not included in this confirmation, then the abstract must be attached to the Travel PAG application as a separate document. This abstract must include, at minimum, the following information: all authors, title of abstract, the abstract itself. Together, this information should be 600 words or less. Do not include your entire presentation or paper.

3. Registration confirmation is required for “Non-Presenters”. This must be attached to the Travel PAG application and include, at minimum, the name and dates of the conference as well as the student’s name and verification of registration. A hotel confirmation is not verification of conference registration.
4. If a student is funded to attend a conference and chooses later not to attend that conference, the student must notify the Graduate College in writing to cancel their Travel PAG award for that conference, as soon as possible and no later than two weeks after the conference. Students who do not notify the Graduate College within two weeks after the conference that they did not attend will not qualify for reapplication to another conference within the same fiscal year. Funds awarded for travel to one conference cannot be transferred to a different conference later in the year.
5. Justification for conference attendance should include a statement that explains 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 expressed with appropriate grammar and spelling. Further, this statement should not merely state that you are presenting: ergo, you must attend.
6. Applications must list all known and pending sources of funding. This may include travel awards given by the conference, funding from the major professor, and volunteer opportunities at the conference that may offset registration or other costs of attendance.
7. 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 in a cost-efficient manner.

8. Travel PAG funds will be divided according to the following strategy: 50% spring, 25% fall, and 25% summer. Any and all funds not used during the previous term will roll over into the subsequent term.
9. The current tiered allocation structure will be replaced by a multiplier system in which individuals in the Presenter category will be awarded \$30/day, and individuals in the Non-Presenter category will be awarded \$20/day for a maximum of 4 days.

<b>Days Attending*</b>	<b>Presenter</b>	<b>Non-Presenter</b>
1	\$30	\$20
2	\$60	\$40
3	\$90	\$60
4	\$120	\$80

\* A day is defined as a day of the meeting the student actually attends. A day spent traveling to or from the event does not qualify.