

Travel PAG Allocation Structure and Requirements

1. The current student categories “Presenting” and “Non-Presenting” will be restructured into the following categories: “Presenting Author,” “Non-Presenting Author,” and “Non-Presenting, Non-Author.”
 - a. Presenting authors 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 be only one presenting author for each poster or oral presentation. By default, the primary author will be considered to be the presenter and all other contributing authors on such a poster or oral presentation are considered to be non-presenting authors. In the event the primary author is not the presenter of this work, a letter from the primary investigator, presenter’s major professor, department or supervising faculty is required and must be attached to the Travel PAG application to verify the contributing author as the presenter.
 - b. Non-presenting authors are defined as authors who attend a conference or workshop and who contributed to original research conducted at ISU that is presented at a conference or workshop by another author on the same work.
 - c. Non-presenting, non-authors are all other graduate and professional students who desire to attend a conference or workshop, but who will not have original work presented by themselves or another at this conference. This includes ISU graduate and professional students presenting their own original research work conducted at another institution.

2. An acceptance letter or email notification of abstract acceptance for presentation must be attached to the Travel PAG application for all presenting and non-presenting authors. 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 (primary author indicated), 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-presenting authors and non-presenting non-authors. 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.

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 worded with appropriate grammar and spelling. Further, this statement should not merely state that you are presenting; ergo, you must attend.
6. The Travel PAG application form will be amended to include additional funding sources available to the student. Applicants 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. Applications that state departmental funding as “pending” will be returned to the department as incomplete.
8. The Travel PAG application form will be amended to include the following statement regarding fraudulent use of funds: “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.”
9. 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.
10. The following tiered allocation structure will replace the system now in place:

Days Attending	Presenting Author	Not Presenting Author	Non-Presenting Non-Author
1-2	\$ 35	\$ 20	\$ 15
3	\$ 75	\$ 50	\$ 25
4+	\$110	\$ 75	\$ 40