

ADOPTED POLICIES AND PROCEDURES OF FRIENDS OF BIOLOGY GRADUATE STUDENTS.

ARTICLE I: FRIENDS OF BIOLOGY GRADUATE STUDENTS

MISSION STATEMENT

Section 1. Stated Mission. Provide Graduate Students in the Division of Biology at Kansas State University with enhanced training and educational opportunities, increased fellowship and collaborative opportunities, and to provide a professional intermediary between Division Graduate Students and the Public. The ultimate goal of this mission is to enhance the quality of academic of resource scientists that graduates from Kansas State and thereby enhancing their contributions to the training of future scientists and the quality of their overall contributions to the common good of society and the scientific community.

Section 2. Mission Definition. It is the mission of this corporation to raise funds to be used in the financial support of Division of Biology Graduate Students. Funds raised by this corporation are to be used help defer the costs of professional development activities of biology graduate students. Such activities are to include: 1) grants to encourage attendance at academic meetings to present research findings, grants in support of scholarly research activities, 2) grants to provide students with advanced training opportunities at offsite (non Kansas State University Sites, except under special circumstances as deemed appropriate by the executive board) facilities, and 3) grants to aid in offsetting the costs of finishing a graduate degree at Kansas state University (thesis/dissertation publication fees, graduate fees, etc.). In addition to the above it is the policy of this corporation to provide funds to be used for increased fellowship among Division of Biology Graduate Students, faculty, and families. These activates are to be used to increase interdepartmental and academic communication with the goal of leading to increase across discipline collaborative research efforts.

Section 3. Mission Justification. The field of biological inquiry is rapidly expanding and to be effective and competitive in this field graduate training is becoming more focused on graduate students traveling to present research findings at national and international gatherings of professional scientists. Furthermore, because of the very specialized nature of biological inquiry, many students need to travel to remote locations form their home university to receive specific advanced training on needed techniques, that they will bring back and implement in their home university labs. Additionally most peer reviewed journals require authors to pay page charges for publication in the journal.

Unfortunately, there is limited funding at the university level to provide for these necessary opportunities and many times graduate students must finance these activities out of pocket. With graduate student stipends set at >\$17,000/annum the cost of attending such seminars and events or publishing research findings can be prohibitive and therefore prevent some students from being able to fully participate in activities which would enhance their training or communicate the results of, their research findings to the public to be used by those interested. The purpose of our organizations fund raising is to provide graduate students with needed funds to offset some of the costs associated with their professional development. We believe this will equate into better trained, more literate scientists, who in turn will be able to communicate their research to the public to be used where needed. Furthermore, the enhanced training graduate students receive through the application of these funds will make them better mentors, which in turn will benefit the next generation of scientists who come to fruition under students which benefit from this program. Resultantly, the funds collected by this corporation will benefit society as a whole, through better undergraduate education at numerous

universities across the country as a result of better graduate training of their future instructors whom will benefit from the charitable donations of this corporation.

ARTICLE II: CONFLICT OF INTEREST

It is the policy of this corporation that neither the corporation, nor any of its affiliated agents or contractors engages in any way in Conflict of Interest.

Conflict of interest defined: A situation arising whenever any voting member or executive officer of the named corporation (Friends of Biology Graduate Students) stands to benefit (financially) from the activities of the corporation they represent. Conflict of interest is also deemed to exist if the direct benefit of the corporation's actions were to benefit not only the voting member or executive officer themselves but also the immediate family or spouse of said member.

Conflict of interest issues must be evaluated by the executive board (officers) and decided upon prior to any and all business transactions of the corporation. When conflict of interest is identified, the person or persons for whom the conflict of interest is associated with will be stripped of their voting privileges for all matters relating to the conflict of interest. In addition should the person for whom the conflict of interest exists be a member of the executive board (an officer) they will not be allowed to serve in that capacity or govern over any of the corporation's activities with regards to the conflicting situation until such time as the situation resulting in the conflict of interest has been resolved. Special exemptions to this policy may be made from time to time as deemed prudent, but require a unanimous vote of the executive board (officers; not including the individual for whom the conflict of interest exists) or by a $\frac{3}{4}$ majority vote of the corporation's membership.

It is the policy of this corporation that all Kansas State Laws, and Kansas State University policies with regards to financial compensation, including payment of royalties, for academic property, such as academic text books or manuals, profiting members of the University. Furthermore, no member or Kansas State University affiliated member of this corporation will have any net financial benefit from royalties of manuals or textbooks used as part of this corporation's fundraising activities.

ARTICLE III: FRIENDS OF BIOLOGY GRADUATE STUDENTS TRAVEL GRANT POLICIES

Friends of Biology Graduate Students Travel Grants Award Policy and Application Process

FRIENDS OF BIOLOGY GRADUATE STUDENTS will award two (2) individual travel grants and two (2) individual training grants per calendar year to graduate students in the Kansas State University, Division of Biology on a competitive basis. An additional grant will be awarded to the PoB manual coordinator for one year of service. These funds were raised by members of FRIENDS OF BIOLOGY GRADUATE STUDENTS to support the professional development of graduate students in the Division of Biology.

Eligibility guidelines:

1. FRIENDS OF BIOLOGY GRADUATE STUDENTS will award travel and training grant funding to graduate students for representing Kansas State University, Division of Biology in an official capacity (e.g. presentation of work affiliated with Kansas State University, debates, round-table discussions, professional development, etc.).
2. The applicant must be an enrolled graduate student in the Kansas State University, Division of Biology.
3. At least one (1) travel grant of not more than \$500 and one (1) training grant of not more than \$300 will be awarded each semester. If an eligible application is not received during an award period, that award may be made available during the following award period. If no training grant applications are received, this funding will be offered as a second travel grant. Conversely, if no travel grant applications are received, the funding will be offered as a second training grant.
 - a. The deadline for the Spring travel and training awards is April 1. No applications will be accepted after 5 p.m. on April 1st.
 - b. The deadline for the Fall travel and training award is December 1. No applications will be accepted after 5 p.m. on December 1st.
4. An individual graduate student may apply for travel and training grant funding in both travel periods.
5. An individual graduate student may receive only one FRIENDS OF BIOLOGY GRADUATE STUDENTS travel grant per academic year, but will still be eligible for a training grant. An individual may receive one travel grant and one training grant in the same academic year, but may not receive two travel grants or two training grants.
6. Members of the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Committee are not eligible to apply for the travel grant.
7. FRIENDS OF BIOLOGY GRADUATE STUDENTS will award five (5) grants per year but awards are contingent upon availability of funds and therefore not guaranteed.
8. The POB manual sale coordinator must satisfactorily complete a full term in the position and only after completion will be eligible for the POB grant. The POB grant will total \$400. The degree to which the POB sales coordinator satisfactorily and faithfully fulfilled their role as POB coordinator will be at the discretion of the FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc. Executive Board and or a 2/3 majority vote of the membership at any regularly scheduled FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc. meeting.
9. Criteria used to review travel grant applications are based on a need/merit based point-system approved by the FRIENDS OF BIOLOGY GRADUATE STUDENTS and available at <http://www.ksu.edu/biology/BGSA/>. Points will not be reset after receiving a grant in a semester. Points will be reset at the end of each academic year. In case of a tie, more points will be awarded for committee service rather than volunteer service hours. If the tie is still unresolved, other aspects will be considered including number of remaining years in the program or number of previously received grants.

10. All funding availability information can be found on the Friends of Biology Graduate Students website <http://www.ksu.edu/biology/BGSA/> and on the Kansas State University Division of Biology website <http://www.k-state.edu/biology/>. Those successful in obtaining funding from Friends of Biology Graduate Students will be notified by email prior to posting on the web. Following the announcement of the grant recipients, all applications and review materials will be available for review upon request by contacting the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Committee Chair.
11. FRIENDS OF BIOLOGY GRADUATE STUDENTS reserves the right to disqualify applications that do not comply with the eligibility, application, or reimbursement guidelines or that breach professional ethics or the KSU Student Honor Code (<http://www.k-state.edu/honor/>).

Application Process (Please read carefully)

1. Application Guidelines and Forms are available at <http://www.ksu.edu/biology/Friends of Biology Graduate Studentsa/>
2. The application consists of five (5) sections. Only complete applications will be reviewed by the Travel Grant Committee.
 - a. General Information
 - b. Merit Classification
 - c. Budget Information (estimated expenditures)
 - i. **Original receipts** must be submitted prior to award disbursement (do NOT include in application packet). Credit card slips will not be accepted in place of original receipts. The award recipient will be reimbursed for actual expenses **up to \$500**.
 - ii. Reimbursable expenses are those associated with the categories identified on the Budget form, unless otherwise approved by the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant committee. Non-reimbursable items include, but are not limited to: merchandise (books, t-shirts, etc.), social events, alcoholic beverages, expenses of travel partners.
 - iii. The Division of Biology Accounting Office will be notified of award recipient and amount awarded. Expenses reimbursed through the Division of Biology, or other funding sources, are not considered to be actual expenses to the student and can not be reimbursed by FRIENDS OF BIOLOGY GRADUATE STUDENTS.
 - iv. Travel arrangements and reimbursement **must** be in accordance with KSU Travel Policy and Student Governing Association Guidelines. If you have specific questions in this area, please see the KSU Policies and Procedures Manual (<http://www.k-state.edu/policies/ppm/contact>) or the Office of Student Activities and Services' Accountant at 785-532-6541.
 - v. Cash advances in the event of international travel will be allowed. Receipts will be required totaling the amount of money advanced upon return. Failure to provide them will result in the requirement to repay the unaccounted for portion of the advance.
 - d. Personal statement (300 word limit) indicating the importance of the travel to the students professional development.
 - e. If presenting research, attach a copy of all abstracts submitted.
 - f. If not presenting research, submit a description of activity.

g. If formally invited provide documentation of invitation.

3. All applicants must furnish **2 copies of the complete application** in a sealed envelope addressed to the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Award committee. Completed application packets should be placed in the FRIENDS OF BIOLOGY GRADUATE STUDENTS mailbox, Ackert Hall Room 138, mailbox #140 no later than 5 p.m. on April 1st and December 1st.
4. All applications will be reviewed by the Travel Grant Committee elected by FRIENDS OF BIOLOGY GRADUATE STUDENTS. The FRIENDS OF BIOLOGY GRADUATE STUDENTS Faculty Advisor will sit on the committee as a non-voting member.
5. All applicants will be notified via email of the grant recipient **within 1 week** of application deadline.
6. Upon notification of award, the applicant will be given an Award Confirmation Form. This form must be completed and signed by the student and graduate advisor, program director, or department head, and **returned to FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Committee within 2 weeks**. If the form is not received by that time, the grant will be awarded to the next highest scoring applicant.
7. Following the announcement of the grant recipient, all applications and review materials will be available for review upon request by contacting the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Committee Chair.

ARTICLE IV: FRIENDS OF BIOLOGY GRADUATE STUDENTS TRAVEL GRANT APPLICATION

FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant
APPLICANT #: 0

General Information Form

Indicate grant category: Travel Training

ALL applications must be typed. The Travel Grant Committee will NOT review applications that are not typed.

A. Contact Information

Name:

Last four digits of your Student ID#:

E-Mail Address:

Departmental mailbox #:

Phone #:

Advisor's Name:

B. Meeting information

Name of Meeting/Workshop:

City, State (include Country, if other than US):

Travel Dates: to

Do you anticipate receiving or applying for any additional funding for this travel from another source?

- No
- Yes

If yes, please explain how much, what the source is, and whether or not the FRIENDS OF BIOLOGY GRADUATE STUDENTS award would be used as matching funds.

FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant

APPLICANT #: 0

Merit Classification Form – Part I

The **Biology Graduate Student Association (FRIENDS OF BIOLOGY GRADUATE STUDENTS)** has developed a point-based system in order to award the travel grants in a competitive and unbiased manner. See Application Review document for criteria on which applications will be judged.

Service Criteria	
Meeting attendance (check one):	
<input type="checkbox"/> Active (≥ 50% in last semester)	
<input type="checkbox"/> Occasional (< 50% in last semester)	
<input type="checkbox"/> I do not attend FRIENDS OF BIOLOGY GRADUATE STUDENTS meetings	
List number of hours volunteering for Manual Sale. Hours _____	
List all FRIENDS OF BIOLOGY GRADUATE STUDENTS leadership positions or committee positions held during your career at KSU.	

Merit criteria	<i>Check all that apply</i>
Scientific Meeting	
Attendance	<input type="checkbox"/>
Poster presentation as primary author	<input type="checkbox"/>
Oral presentation as primary author	<input type="checkbox"/>
Additional oral or poster presentation as primary author	<input type="checkbox"/>
Other, e.g. organizing a symposium or workshop as part of the meeting, chairing a business meeting, etc.	<input type="checkbox"/>
List all other activities:	
Were you formally invited to give your presentation?	<input type="checkbox"/>
Workshop	
Attendance	<input type="checkbox"/>
Were you formally invited to present your research or teach?	<input type="checkbox"/>
Type of Meeting or Workshop	
International or National	<input type="checkbox"/>
Regional	<input type="checkbox"/>

Economic criteria	
If driving to Meeting/Workshop (or airport), will you be carpooling with others?	<input type="checkbox"/> Not driving <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?

Will you be sharing a hotel room with other registered meeting attendees?

Yes No
If no, why?

Merit Classification Form – Part II

A. Attach copies of all abstracts to this application packet. Do not include if applying for training/workshop grant.

B. Written Statement from Graduate Student

The Biology Graduate Student Association (FRIENDS OF BIOLOGY GRADUATE STUDENTS) asks that you write a personal statement as to the nature of your work to be presented at this professional meeting. We would like you to help us understand the importance of the activity in which you are participating, particularly if you are receiving training, not attending a professional meeting. How will this experience benefit you academically, professionally, and how will this benefit be translated to the greater university community? Will you give any presentations to your department or organization when you return? (Limit 300 words)

C. If not presenting research provide description of activity

D. If formally invited to present or teach, provide documentation of the invitation.

FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant

APPLICANT #: 0

Budget Form

***PLEASE READ CAREFULLY** – Complete all sections below with estimated or actual expenses. If a section does not apply (i.e. stayed with a friend and thus have no hotel expense), please indicate the reason in the space provided. Do NOT include receipts in this application packet. Award amount may be up to \$500, but is not to exceed actual expenses and is contingent upon submission of original receipts for eligible travel-related expenses to the FRIENDS OF BIOLOGY GRADUATE STUDENTS Travel Grant Committee.

A. Conference, Meeting, or Workshop

Registration fee: \$0.00

Does not apply. Reason:

B. Transportation

Plane fares (incl. taxi and shuttle expenses)	\$0.00
Personal car (mi. x \$0.40/mi)	\$0.00
Other transportation expenses (incl. rental vehicle, gas, toll, and parking) Describe:	\$0.00
Total transportation expenses	\$0.00

Does not apply. Reason:

C. Housing

Description of Housing:

*Note: Only housing-related fees are eligible for reimbursement. Phone, room service, pay-per-view expenses, etc. will not be reimbursed.

Number of nights X Base room rate \$0.00 = \$0.00

Does not apply. Reason:

D. Food

Are meals included in conference or meeting registration fee? If yes, which ones?

- No, meals not included
 Yes, the following meals are/were included:

Ten dollars (\$10) per meal, not to exceed \$30 per day, will be allowed for meals not furnished by conference or meeting.

Applicant's
Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

ARTICLE VI: FUNDRAISING:

Section 1. It is the policy of FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc. that the Corporation shall engage in fundraising events solely for the purpose of supporting the corporations stated mission and that all raised funds will be used in support of that mission in a timely manner, normally within 1 fiscal year defined as lasting from 1-Jan - 31-Dec. of each year.

Section 2. It is the policy of FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc. that major fundraising event for the corporation is to be the annual Principles of Biology Studio Manual and that no other fundraising activities will be engaged in, excepting those that may from time to time be deemed necessary, prudent, or acceptable by the Executive Board. All such fundraising activites will be deemed temporary and be nullified after the stated objectives of the specific fundraising event have been met, or at such time as the Executive Board deems prudent to terminate said fundraising activities.

Section 3. FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc, in keeping with the laws of the State of Kansas and Internal Revenue Code for a 501(c)(3) corporation, will at no time, nor under any circumstances, be involved in fundraising activities involving games of chance (gambling), including but not limited to, slot machines, bingo, pull-tabs or cards, excepting under such circumstances permitted under Kansas State Law or Internal Revenue Code, and deemed appropriate by the Corporation's Executive Board.

Section 4. No raised funds of FRIENDS OF BIOLOGY GRADUATE STUDENTS Inc. will be used for the net financial gain of any member of the Corporation's Executives Board, nor will any funds go to the direct financial gain of any signed member of the corporation.