

Department of Psychological Sciences
Undergraduate Student Travel Grants
(Revised 17 Sept 2019)

All undergraduate students in the Department of Psychological Sciences **who present research at a professional meeting** are eligible to apply for an undergraduate student travel grant. The amount of each grant is based on the prestige of the professional meeting, the author order of the presentation on the poster or presentation, and how many times in a given academic year (starting on July 1) a travel grant is awarded to a student. The total amount of the travel grant cannot exceed the total cost of travel, lodging, and registration fees for that professional meeting. The maximum amount for a travel grant is \$350. In order to obtain full support for travel to a conference based on our point system, you must have been supervised (or co-supervised) by a faculty member in our department on the work to be presented.

ONLY 1 SUBMISSION PER PROFESSIONAL MEETING IS ALLOWED. If you are giving multiple presentations at a single professional meeting, submit an application for the one presentation at that conference on which you have the highest authorship order.

When counting the number of times you have been funded for travel in the current academic year, **ONLY count a travel grant from our department.** Other funding (e.g., Graduate School funding) is NOT counted.

Applications can be submitted at any time after you learn that your paper/presentation is accepted.

TO APPLY:

- 1) Complete the travel grant application form.
- 2) Get an advising faculty member on your project to sign the form (to verify that the faculty endorses your application for the travel funds based on your presentation at the conference)
- 3) Provide proof of acceptance of your presentation by the conference (a letter or e-mail of acceptance from the conference or a printout of a conference webpage listing your name and presentation title, etc.)
- 4) Provide a copy of your abstract (including title and list of authors) as it was submitted to your conference
- 5) **Create a single PDF file containing these items and email it to Dr. Lake (lakec@ksu.edu).** You can merge into a single file in Word or Acrobat, or use a free online tool (<https://smallpdf.com/merge-pdf> or <https://www.pdfmerge.com/>)

Four faculty committee members (comprised of one faculty member from each area) will review all applications and determine appropriate grant amounts.

OBTAINING FUNDS AFTER RECEIVING A TRAVEL GRANT:

All funds are paid by reimbursement; students pay their expenses up front and are reimbursed, up to the maximum amount, when they return from their travels. Detailed receipts must be saved in order to claim reimbursement. Travel grant recipients **will receive an award email with detailed instructions.**

- **BEFORE you travel you MUST** complete a travel request form and submit it to Arts & Sciences Shared Services. Additional instructions are provided in the award email.

If you have any questions about this procedure, please contact Dr. Lake (lakec@ksu.edu).