

Department of Communication Sciences and Disorders

Conference Presentation Grant Program

POLICIES & PROCEDURES

- 1) You must be a registered USF student in Communication Sciences and Disorders (CSD) both at the time you complete the Grant Application form and at the time you travel to your conference. If you are traveling during the summer semester, you are not required to be registered; *however*, you must have been registered in the Spring semester and also must register for the Fall semester. Otherwise, CSD will require you to reimburse the funds you were paid for travel.
- 2) If you are a graduate student, you must also apply for a USF Student Government Conference Presentation Grant in order to be eligible for a CSD travel grant. The only exception is if you have received a USF Student Government Conference Presentation Grant within the current fiscal year (July 1 – June 30).
- 3) Presentation grants are made available only for those students actually presenting (oral presentations or posters) at a conference.
- 4) Funding from this program is available on a first-come, first-served basis, so **it is to your advantage to submit your application as soon as possible after you have received notification from conference officials that your presentation has been accepted.**
When demand exceeds available funds, priority will be given to:
 - a. students pursuing a research doctorate (PhD and AuD-PhD)
 - b. students making oral presentations
 - c. students who have not previously received a CSD Conference Presentation Grant
- 5) Funding rates follow the same formulas used by the Student Government Association (SGA) - see USF Student Government Conference Presentation Grant POLICIES AND PROCEDURES for current rates. For students who are successful in obtaining conference presentation grants from both SGA and CSD, the CSD grant will either match the amount of the SGA award or provide the difference between the actual travel costs and the SGA award, whichever is smaller.

HOW TO APPLY

- 1) Complete the USF Student Government Conference Presentation Grant Application (application available at the Graduate School website, <http://www.grad.usf.edu/>).
 - a. When you reach the check box that asks if you are receiving funds from another department or college, check the “Yes” box.
 - b. In the “Amount” field, enter “TBD.”
 - c. In the “Name/Phone/E-mail” field, type the following:
*have applied for matching funds from CSD dept
Theresa Chisolm / x4-9826 / chisolm@cas.usf.edu*
- 2) After the SGA Grant Application is submitted, submit a copy of it and all supporting materials to the Department Chair, **no later than twenty one (21) days prior to your departure. Late applications will not be processed nor will applications submitted after travel has commenced.**

Note: If you have received a USF Student Conference Grant within the current fiscal year (July 1 – June 30), you will not be eligible for another SGA award and should not submit another SGA grant application. However, you should still complete the SGA application form and submit it to the Department Chair, along with documentation of your previous award from SGA.

- 3) When you learn the status of your SGA Grant application, forward this information immediately to the Department Chair. ***CSD will not disburse any travel funds until we learn the status of your SGA Grant Application (or have documentation of a previous award from SGA within the current fiscal year).***
- 4) Applications are reviewed on a monthly basis by the Department's Executive Committee. After the Committee reviews your file, the Department Chair will notify you as to the status of your award.

AFTER TRAVEL

- 1) Follow all SGA Conference Presentation Grant "after travel" procedures.
- 2) Submit a copy of all receipts and other supporting "after travel" materials within 30 days of the date of your conference; otherwise, your grant will be cancelled and the funds will be used by the CSD department for other purposes.
- 3) If you are an employee of USF, your reimbursement check will be direct deposited into the bank account where you receive your paycheck. If you are not an employee, you must fill out the "Non-employee Travel ID Request". You will receive a paper check at the address you provide.