

Graduate Student Conference Presentation Award Program

Purpose

To provide **up to a \$500.00** award to all department graduate students to help defray the cost of poster presentations, abstract submission fees, travel, and other costs associated with their conference presentation not funded by other university and/or grant funds. The total amount of funding, including this award, cannot exceed the total of conference-related expenses. This can be used toward virtual or in-person conferences. If traveling, a spend authorization (pre-travel approval) will be needed prior to travel.

Eligibility and Frequency

All enrolled Department of Psychology graduate students in good standing are eligible to apply for this award for one conference per fiscal year (July through June).

Nature of Award

GSCP awards are currently processed through the Department of Psychology. This will be processed as a reimbursement via an expense report. Please submit your itemized purchase receipts for your virtual conference registration and/or presenter/poster fees within 60 days of purchase to psych.service@osu.edu. Your reimbursement will be issued shortly after the expense report is fully approved. If you have signed up to receive direct deposit as an employee, these funds will be sent directly to your bank account. If you are not currently an employee in the Ohio State system, further paperwork (vendor set-up) will be needed. A check will then be issued to you and mailed to the address you provide on the additional form. A fiscal associate in the main office will provide this additional paperwork if necessary.

Application Instructions

Complete this application **as soon as you know** you will be presenting at a conference. You will need to obtain your advisor's signature and submit the supporting documentation (typically the acceptance email or page in program of your presentation) to the department's main office (PS 225) or email to psych.service@osu.edu at least three weeks prior to the conference.

Note: Most awards are approved within 10 business days. If you do not receive an email from psych.service@osu.edu within this timeframe, please contact the department main office.



Award Application

NAME:

ARE YOU PAID BY THE OHIO STATE UNIVERSITY?

Yes

No

CITIZENSHIP STATUS:

U.S. Citizen

Resident alien or permanent resident

Nonresident alien

EMAIL ADDRESS:

ADVISOR NAME:

PHONE NUMBER:

HOME ADDRESS:

NAME OF CONFERENCE:

CONFERENCE LOCATION (CITY, STATE):

CONFERENCE DATES:

TITLE OF PRESENTATION:

Signatures

GRADUATE STUDENT SIGNATURE:

DATE:

ADVISOR SIGNATURE:

DATE:

FISCAL OFFICER SIGNATURE:

DATE:

FOR OFFICE USE ONLY:

Date received:

FA:

SA#

Date emailed:

Initials:



THE OHIO STATE UNIVERSITY

College of Arts and Sciences
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