

DEPARTMENT OF PSYCHOLOGY

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 Psychology Department 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 Psychology Department. 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 OSU 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.

To Apply for the Award: 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 3 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 10 business days of submitting your application, please contact the Main Office.

AWARD APPLICATION			
Name:			
Are you paid by the University? <input type="checkbox"/> YES <input type="checkbox"/> NO	Student/Employee ID #: <i>(8 or 9 digit number from your BUCK-ID or pay stub)</i>		
Citizenship status	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Resident Alien or permanent resident	<input type="checkbox"/> Nonresident Alien
Email Address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor name:			
Phone Number:			
Home Address:			
Name of Conference:			
Location (City, State):			
Dates of Conference:			
Title of Presentation:			
SIGNATURES			

Graduate Student Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Fiscal Officer: _____ Date: _____

For office use only: Received: ___ / ___ / ___ FA: _____ SA# _____ Emailed: ___ / ___ / ___ Initials: _____