



Symposium Project/Presentation Assistance Grant

Graduate School
209 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

Eligibility, Requirements, Guidelines, and Instructions

This grant assists students with the costs associated with carrying out and presenting research, scholarship, or a creative endeavor for presentation at either the 2018 or 2019 University-wide Research Symposium. These expenses **must** be incurred between July 1, 2018 and June 30, 2019.

Eligibility

1. Your completed application must be received in the Graduate School by May 31, 2019.
2. You must be a student enrolled at Illinois State University and engaged in research, scholarship, or a creative endeavor under the direction of a faculty mentor.
3. You must participate in the 2018 or 2019 University-wide Research Symposium. Your participation in any other presentation, conference, or symposium, either on- or off-campus, does not qualify you for this grant. If you fail to participate in the University-wide Research Symposium you will have to repay any funds you receive from this grant.

Requirements

You must request funds from your department/school, college, or from other sources as available. You must report all funding provided or pledged for the project.

Note: It is not required that you **receive** funding from other sources in order to apply for this grant, only that you check on other potential sources. If you ask but do not receive any other funding you may still apply for this grant.

Reimbursement Guidelines

1. Reimbursements are subject to availability of funding. If you received reimbursement based on your 2018 Symposium participation, you must present at the 2019 University-wide Research Symposium to request reimbursement for expenses incurred this fiscal year.
2. Costs you incur must be related to work done for presentation at either the 2018 or 2019 University-wide Research Symposium. Funds may be used, for instance, to pay costs of necessary materials, travel, postage, printing, or copying. Funds may also be used toward costs of presenting your University-wide Research Symposium presentation at a refereed conference or juried exhibition in your field, either before or after participating in the Symposium.
3. Your request for funding may be made either before or after incurring the expense. Expenses will be reimbursed only after they are incurred and or your conference had been attended. All receipts required for reimbursement must be submitted to the Graduate School no later than 45 days after incurring the expense.
4. In order for your expenses to be reimbursed, an original receipt must be submitted to the Graduate School in your name. If an expense is shared on one receipt by several students, a "Shared Expense Memo" must accompany your request for reimbursement. Instructions for this memo are located at <http://grad.illinoisstate.edu/symposium/>.
5. As required by the IRS, receipts submitted for reimbursement more than 30 days after the date on the receipt may be reported as taxable income and may be subject to withholding of taxes from the reimbursement.
6. Stipends, salaries or other forms of compensation for services to you or to other individuals will not be reimbursed. Expenses charged to a grant or to a department/school or other university unit will not be reimbursed.
7. The total maximum reimbursement that will be awarded is \$300 if you are a graduate student or \$50 if you are an undergraduate student. Requests will be considered until funds are exhausted or until May 31, 2019.

Instructions

There are four sections to this application. Complete all sections and submit completed application in hard copy to the Graduate School.



**Symposium Project/Presentation
Assistance Grant**
Application for Fiscal Year 2019

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Application should be received in the Graduate School Office no later than May 31, 2019

I. Student Information

- Graduate Student
 Undergraduate Student

Name _____

Phone _____

Permanent Mailing Address _____

City _____ State _____ Zip Code _____

ISU email address _____

Department/School _____

UID _____

Title of your research, scholarship, or creative endeavor project:

Name of faculty mentor for this project (please print) _____

Check one.

- I have registered and presented this project at the 2018 University-wide Research Symposium.
 I will register and present this project at the 2019 University-wide Research Symposium.

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II. Costs to carry out or present your work of research, scholarship, or creative endeavor.

A. Costs to **carry out** your work of research, scholarship, or creative endeavor.
Briefly itemize expenses. Costs may be estimated.

Reimbursement requested **to carry out** work (up to \$50 for undergraduate or \$300 for graduate student): _____

B. Costs **to present** your work of research, scholarship, or creative endeavor at a refereed conference or juried exhibition.

Name of professional conference or exhibition: _____

Location of Conference: _____

Date(s) of Conference/Event: _____

Date(s) of Presentation: _____

Check one: State Regional National International

Briefly itemize your expenses. Costs may be estimated. Attach acceptance letter for the event.

No expenses can be reimbursed until after you attend the conference.

Reimbursement requested **to present** work (up to \$50 for undergraduate or \$300 for graduate student): _____

Total reimbursement request in this box cannot exceed \$300 for graduate and \$50 for undergraduate students.

III. Certify Funding

Report below any assistance that has been provided or pledged to you by your department/school, college or from other sources as available. (If no funding is provided or pledged from those sources, please enter 0.)

Student's Expenses Total	\$
Support from	Received/Promised \$
College	\$
Department	\$
Other (specify)	\$

IV. Signatures

I certify that I have requested funding from the other sources listed above.

I certify that all reimbursement or promised reimbursement for the expenses for the Symposium Project/Presentation are listed above.

Student signature

Date

The expenses listed above are reasonable and necessary for this student's project/presentation.

Faculty mentor signature

Date