

## Graduate Student Conference Registration Subsidy Guidelines

### Overview

The Graduate Student Conference Registration Subsidy program is designed to assist the attendance of graduate students to professional conferences related to their area of study.

Students may be granted only **one** award, **not to exceed \$150**.

Students granted registration funds **are required** to participate in the Annual OSU Graduate Conference spring term as a presenter, poster session participant or other means of participation.

Please address any questions to:  
Matthew Petrosian  
(541)737-8236  
asosu.external@oregonstate.edu

### Approval Process

Funding requests should be sent to the Executive Director of External Development at 149 Snell Hall. The Executive Director of External Development will review the application for accurate and complete information. You will be contacted via e-mail or phone within one week for additional information if needed.

### Eligibility

1. Doctoral and Master's degree candidates or post-baccalaureate students who wish to attend professional meetings to **present** results of their program related research.
2. The students mentioned on #1 who attends professional meetings, should receive educational benefit and represent the OSU community.
3. Students must provide all completed forms and documents.
4. Late applications will not be accepted.

### Application Process

An application will be available for the Reimbursement process. This application will be located at 149 Snell Hall.

To allow ASOSU to determine your eligibility for the Graduate Student Conference Subsidy program, you must fill in this form completely for assistance. Failure to provide accurate or complete information will result in your disqualification from this program

## Reimbursement Process

It is strongly encouraged that you apply for reimbursement prior to leaving for the conference. Applications made after attendance cannot be guaranteed funding.

**Please also be aware that reimbursements cannot be made until after you attend the conference and provide the required proof of attendance.**

Submit the following documents to the Executive Director of External Development:

1. Original Reimbursement request form. This may be obtained at 149 Snell Hall or via the ASOSU's web site: <http://www.asosu.oregonstate.edu>
  - a. Under *Contact Name*, please list your e-mail address and a contact phone number.
  - b. Under *Business Purpose*, please list the **name of the conference** spelled out (*i.e. National Association of Student Personnel Administrators not NASPA*), **a brief statement** regarding whether you were attending or presenting (*i.e. to present original research on student needs or attending for professional development*), and **the dates and location of the conference**.
  - c. Under *Vendor Information*, please list the name, address, phone # of the hosting organization/entity.
  - d. Under *Items Purchased*, please list Conference Registration Fees.
  - e. Under *Amount* list your registration fees, **but award not to exceed \$150**.
  - f. Sign and Date in the lower left-hand corner (Claimant's Signature).
2. **Completed** Graduate Conference Subsidy Needs Application Form.
  - a. Please list your name, address, OSU ID#, Home Phone and Email Address.
  - b. Please list the best way to be contacted.
  - c. Please list if you are presenting.
  - d. Please list the total cost of the conference, departmental funding, personal funding, and registration cost.
  - e. Please sign and date the application.

- f. Please provide paperwork to document all financial costs and assistance.
3. Copy of **completed** registration form for the conference, including dates and location.
4. Copy of conference abstract or agenda that states the purpose and value of the conference.
5. Proof of payment of registration fees (The organization's name must be spelled out, no abbreviations on it.)
  - This can be:
    - a. A copy of your on-line payment confirmation from the conference web site.
    - b. A copy of your credit card statement (*please black out account number, and other charges/ balances that might appear on your statement*).
    - c. A receipt issued at the conference if payment was made at that time, or confirmation of amount paid.
    - d. Any other documentation that proves payment.
6. A letter from the student's college or major professor stating:
  - a. The anticipated value the student will derive from attendance
  - b. The department/college is not providing any funding for the student to attend the conference or, if partial funding will be provided, the amount and purposes of that funding.
7. A letter from the student stating any other anticipated sources of **funding**, if any (scholarship through conference, honorarium for presenting, etc.), an e-mail (preferred) or telephone number where the student may be contacted if additional information is needed
8. After the conference, please submit to the Executive Director of External Development **proof** of your attendance at the conference (i.e. copy of name badge, hotel receipt, airline boarding pass, etc.)

### **Award Allocations**

The allocations are distributed on a first come first serve basis and will not exceed more than \$150.