HCCP Student Affairs Committee

Student Support Funding Application

Students can apply for funding to support the following activies: (1) conference travel; (2) research projects; and (3) professional development. Conference travel monies supports students who present at conferences or students who attend conferences. Support for research projects includes costs associated with equipment, instruments, or incentives. Monies to support professional development are available for activities such as training seminars and CEs/CEUs. Below is a detailed list of funding allotments for each of these categories. Please note that funding is contingent upon availability.

Conference Travel

<u>International/National Conferences</u>: Presenting - $500; Attending - $300
<u>Regional Conferences</u>: Presenting - $250; Attending - $150
<u>State Conferences</u>: Presenting - $150; Attending - $100

Research Support (e.g., equipment, instruments, incentives)

- $100 per student

Professional Development (e.g., CEs, CEUs, training seminars)

- $100 per student

These are maximums and are not automatically awarded. If awarded, you will be informed of the award amount. Students may only apply for one award per conference; they are not cumulative.

The funds associated with this program are for HCCP students only. Funding allocations will be distributed among Community Health Sciences, Counseling and Counseling Psychology. Awards are contingent upon available funds.

Instructions: Please complete the following form and attach appropriate documentation, such as abstract or acceptance email for a presentation, IRB approval email, or seminar details. Submit completed forms and documentation to Dr. Valerie McGaha at Valerie.mcgaha@okstate.edu. Only fully completed forms submitted at <u>least three weeks</u> prior to a scheduled event (e.g., conference, seminar) will be considered.

Name:

OSU ID #:

Local Address:

Telephone:

Email:

Student Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

☐ Masters Student ☐ Doctoral Student

HCCP Unit in which I am a student:

This application is for:

☐ Conference Travel (complete Section 1)

☐ Research Support (complete Section 2)

☐ Professional Development (complete Section 3)

SECTION 1: CONFERENCE TRAVEL

Conference name:

Conference dates:

Conference location:

Faculty mentor:

Itemized budget for anticpated expenses:

I have received funding for this conference from another source (e.g., conference scholarship, grant, etc): ☐ Yes ☐ No

If yes, what is the amount:

This conference is (be clear in what type of conference):

☐ Local ☐ State ☐ Regional ☐ National ☐ International

1. At this conference, I will be giving an oral or poster presentation(s): ☐ Yes ☐ No

   If yes, what is the title of the presentation(s):

   Provide APA citation with correct author order and your name bolded:

   All authors have agreed to authorship order and presenter designation: ☐ Yes ☐ No

   Please indicate if you are the primary or secondary presenter:

2. At this conference, I will be presenting in a manner other than an oral or poster presentation:
   ☐ Yes ☐ No

   If yes, please explain:

3. At this conference, I will strictly be attending and not presenting any manner: ☐ Yes ☐ No

4. I have a leadership role with this organization or conference: ☐ Yes ☐ No

   If yes, what is your role:

Make sure to sign and date at the end of the application.

 SECTION 2: RESEARCH SUPPORT

Research project title:

Faculty project mentor:

IRB number (if already approved):

Research project timeline:

Research project description:

Research support requested and justification for such support (e.g., equipment, instruments, incentives):

Itemized budget:

Make sure to sign and date at the end of the application.

SECTION 3: PROFESSIONAL DEVELOPMENT

Type of professional development activity (e.g., training, webinar, CE/CEU):

Title:

Location:

Date(s):

How does this activity align with your current career trajectory? How do you envision using this training/information in your future career?

Itemized budget:

The responses I have provided on this form are true and accurate to the best of my knowledge, and I have attached all the necessary documentation to accompany this application.

Signature of Applicant:

Date of Application:

HCCP Student Affairs Committee Recommendation:

☐ Approved and accepted for funding   ☐ Not approved

Funding allocation not to exceed:

HCCP Student Affairs Committee Chair's Signature:

Approval Date:

You must see Augustine Minor (439 Willard; augustine.minor@okstate.edu) <u>PRIOR</u> to travel or purchasing items as there may be additional forms to complete. If traveling, make sure to save your receipts and submit the accompanying reimbursement request with a signed copy of this approved form upon returning from your event.

Travel Information

<u>In State Travel</u>

There is not a *Travel Request* required for In-State travel. The In-State *Travel Voucher* will be processed after the trip. In-State pays ground mileage, tolls, parking, and registration. Per diem is not usually paid with In-State travel, however, there are a few exceptions. OSU Travel policy states receipts should be provided <u>within ten (10) days </u>of returning.

<u>Out of State Travel</u>
There are two parts to processing Out-of-State travel: *Travel Request Form* and the *Travel Voucher.* <u>It is necessary to complete the *Travel Request Form* **before** you travel</u>. The information from this form is entered into the on-line AIRS system, signed by the traveler, and approved by the School Head **before** the trip. **Do not purchase** your airfare, registration, hotel, etc. before your *Travel Request* has been approved.

The *Travel Voucher* is processed through the AIRS system after the traveler returns and has presented their receipts. All receipts must be the original, in the traveler's name, and have a zero balance. OSU Travel policy states <u>receipts should be provided within ten (10) days</u> of traveling.