

ECpE Graduate Student Professional Development Support Request

Complete and Submit to: sara k harris, 2208 Coover Hall

Eligibility

- Support can be availed once in a fiscal year
- Student must present a paper or poster
- Student must apply for a Professional Advancement Grant through the Graduate College
- Must be an ECpE MS/PhD student
- Abstract must be attached to the application
- Student must provide info on the conference, acceptance rate, etc.

Graduate Student Information

NAME (Last, First MI) _____

M.S. Ph.D. Presenting **Conference Paper** Presenting **Workshop Paper** Presenting **Poster**

Graduate College PAG Submitted *Please be sure when you submit your PAG, that you have "sara k harris, 4-1097, 2208 Coover Hall" as contact and "TBD" for Dept. Support on Page 2* Abstract Attached

Professional Meeting Information

City/State/Country of Meeting _____ Dates of Travel _____

Meeting Name (NO Abbrev.) _____

Acceptance Rate _____ # of Pages of Paper _____

..... **STOP and get advisor's signature (Advisor must denote Tier Level below)**

Advisor (Print Name & Sign) _____

Tier Level (Top, Mid, Low) _____

..... **Submit to 2208 Coover Hall**

Actions Taken by Department

Department Support Approved

For **conference** paper presentation:

- \$500 for very low acceptance rate
- \$400 for low acceptance rate
- \$300 for mid acceptance rate

For **workshop** or **poster** presentation:

- \$200 for low acceptance rate

Use Worktag SG0549612 DD01080

Reason for denial: _____

Graduate Support Approved

\$_____ GPSS support approved

Use Worktag PG102496

Reason for denial: _____

- PAG Excel File Updated

Director of Student Professional Development, ECpE Department

Date

Reimbursement Requirements

REPORT: Must submit a brief report (1-2 pages) to Sara K Harris (2208 Coover Hall, skharris@iastate.edu) after the meeting, along with the reimbursement receipts, detailing what has been learned and how it helped your research or career advancement.

ORIGINAL RECEIPTS: Travel Reimbursement must be submitted through **WORKDAY** within 30 days of the last day of travel. Review the Travel Reimbursement rules on the Grad College website: <https://www.gps.iastate.edu/pag/policies-and-procedures#travel-reimbursement>