

**Department of Psychology**  
**Professional Development - Conference Funding Request**  
Return to Sue Wax (suewax@bgsu.edu) 60 days prior to event

Name: \_\_\_\_\_ BGSU ID: \_\_\_\_\_ Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Does this trip include extended time for personal travel?       YES       NO

Note: Department travel funds are intended to support professional development, including networking and continuing education, as well as dissemination of research. It is expected that recipients will attend conference programming and/or related events beyond their own presentations.

Estimated Departure from Bowling green/Home:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Note: If you are not departing from/returning to local home, please provide a reason:

Estimated Return from Bowling green/Home:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Cost:

Registration Fee: \_\_\_\_\_

Transportation: \_\_\_\_\_

Airfare: (coach/economy ONLY, no travel insurance) \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile \_\_\_\_\_

\*attach documentation of lowest R/T airfare if driving to conference

Lodging: \_\_\_\_\_ nights @ \_\_\_\_\_ per night \_\_\_\_\_

Meals: \_\_\_\_\_ days @ \_\_\_\_\_ per day \_\_\_\_\_

Miscellaneous Expenses: (\*car rental, cab, shuttle, bus, parking, tolls, poster) \_\_\_\_\_

\*Intermediate size rental car only

Estimated Total: \_\_\_\_\_

Psychology Department Funding

Total Funding Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Check level of participation:

- Presenting a research project but not as first author or attending workshop/training (\$400)
- Presenting a research project as first author or presenting more than one project as a junior author (\$600)
- Presenting more than one research project as a first author on at least one of those projects (\$650)

Eligibility/Use:

- Graduate students are eligible for funding through June 30 of their fourth year pending availability of funds.
- Max of one funding award per fiscal year

**CHECK ALL OTHER SOURCES YOU WISH TO APPLY FOR:**

Note: Diversity & Inclusion funding application information on department web page > resources > forms

**Clinical Area Funding**

Total Funding Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Eligibility/Use:

- Graduate students are eligible for funding through June 30 of their fourth year pending the availability of funds.
- Max of one funding award per fiscal year.
- If not presenting research, attach a brief description of the event and include it with the funding request.
- Max funding \$300 for one event per fiscal year.

**Psychological Services Center Funding**

Total Funding Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Eligibility/Use:

- Graduate students who are working in the PSC at the time of the funding request are eligible.
- Maximum funding of \$75 for one event per fiscal year
- Attach a brief description of the event and how attendance will contribute to your education and personal development. Include with the funding request.

**Industrial-Organizational Area Funding**

Total Funding Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Eligibility/Use:

- Graduate students may receive up to \$400 for SIOP and \$250 for an additional event per fiscal year.

**Neuro-Cognitive-Social Areas Funding**

Total Funding Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

**Check other sources of funding being used:**

Faculty:  PD  SU  D&I  Grant \_\_\_\_\_  Other \_\_\_\_\_

Students:  GSS  IPRA  JP Scott  D&I  Grant \_\_\_\_\_  Other \_\_\_\_\_