PGSO Travel & Research Fund Committee Information
2012-2013

- You can submit one travel and/or one research application each cycle (each is treated separately). There are multiple cycles each year.
  o Travel applications can include one or more conferences you have attended during the cycle period
- It doesn’t matter if you’ve received funds in the past
- Applications that are unfunded can be revised and resubmitted during the next funding cycle
- Funds are for psychology grad students only, not post-docs or RAs
- International students can apply too
- You must participate in Prospective Students Weekend to be eligible for funds
- All awards are reimbursements – you submit receipts, we give you money. SAVE YOUR RECEIPTS!!
- Always explore all alternate avenues of funding, such as your advisor, travel awards from the conference, fellowships, your program, anything else you can think of. Tell us about every avenue you’ve tried, even if it didn’t work!
- Criteria we use for distributing funds include quality of research, contributions to the life of the department, service to PGSO, year in program, opportunity (e.g, special conference held only once), benefit to student’s education, overall strength of application, etc.
- The more detail you can add, the better
- Double-check your application and make sure nothing is missing
- Department Chair (Susan Levine) makes the final call on all awards
- Membership fees are not funded. Only member level conference registration fees will be funded

Travel

- Includes summer schools, training workshops, etc. – not just conferences
- You can get funds even if you’re not presenting
- Must apply during the appropriate funding cycle – if your conference straddles two cycles, you can apply for either cycle (but not both)
- 3rd-year and above must apply for Doolittle Fellowship if you’re eligible
  note: Doolittle-Harrison Fellowship provides up to $400 for travel expenses for doctoral students 3rd year and above who are presenting research at a conference. Doolittle applications must be received at least one month prior to the conference. http://grad-affairs.uchicago.edu/programs/doolittle.shtml
- Students who receive travel funds from their Program (i.e., Social) must report the travel allotment they received
- If you have received funding from the Norman Anderson Fund you may not apply for the same reimbursement from the Travel and Research Committee
  o You can, however, ask for additional funds that the Norman Anderson Fund did not support
- $40 cap for posters, $20/day cap for travel in Chicago, no food money.
  o The least expensive way to print posters is through the Booth School of Business Poster and Banner Production Services:
    - http://facilities.chicagobooth.edu/services/business/poster.aspx
- Try to cut costs wherever possible (e.g., by sharing a room, staying at a cheaper hotel)
- You must ask for a minimum of $30 reimbursement to submit an application.

NEW: Prospective travel applications are now accepted on a case-by-case basis. You must provide evidence of an accepted abstract to the conference as well as make it particularly clear that you will not be able to attend the conference (or it would at least be extremely difficult to attend) if funding is not provided before it occurs.
Research

- **NEW:** Students can apply for funding for projects that are outside of their advisor’s line of research OR that their advisor does not have funding for.
- You must justify how this research is separate from your advisor’s work OR why your advisor cannot support it (your advisor needs to submit a letter stating that he or she doesn’t have the funds)
- Student collaborations are favored
- Must have already obtained IRB approval to apply for funding
- Submit application (with budget) along with a document giving us the background, aims, methods and implications of your study
- In addition to how much you want, tell us how much you NEED. If you want $100 but could still run the study with $50, tell us. If you need the whole $100 and we can’t afford it, we won’t fund it at all.
- Awards can be renewed for an additional cycle by submitting an Ongoing Research Report, however, research grants must be closed within one year.

  **Direct any questions to Serena Klos (Travel & Research Chair) – sklos@uchicago.edu**