The PGSO receives money from the department every year to support graduate student travel and research expenses that are not covered by advisors/grants/other funding opportunities. The PGSO Travel & Research Committee is a collection of elected graduate students from each cohort who are responsible for allocating these funds.

The Process:

1. We send out a "Call for Applications" to the Psych-Grad email list that specifies the date range we are funding and when the applications are due. The application forms will be attached to this e-mail.
   a. This will happen twice this year. The first call for applications will be sent out on November 26th and applications will be due by December 3rd. Applications will be accepted for conferences occurring between May 11, 2012 and December 3, 2012.

2. To apply for funding, you submit your application and a current CV by the due date.

3. We meet as a committee and evaluate the applications based on a number of criteria, including how detailed the application is, the applicant's service to PGSO and the department, the benefit to the student's education, and to what extent the applicant sought alternative funding. Please note that participation in Prospective Student’s Weekend is a requirement for receiving Travel & Research funds.
   a. Applicants for research funding will be asked to meet with the committee to answer any questions or concerns the committee may have after reading the application.

4. We e-mail the award winners, specifying how much money they received and give them the reimbursement forms. Applicants typically receive between $50-200, depending on the number of applicants and how much money we have.

5. The winners fill out their reimbursement forms and bring their ***RECEIPTS*** to Shikha Evans in Kelly 203. Once processed, a reimbursement check will be mailed to you.

***SAVE YOUR RECEIPTS*** - they are necessary to receive funding!! Funds for research are awarded before the study begins, and require participation receipts after the study is complete.

**IMPORTANT CHANGE TO TRAVEL AWARDS**

We are now accepting prospective travel applications for conferences that have not yet taken place. In order to receive funds for a conference that you will attend in the future, you must provide evidence of an accepted abstract for a poster or presentation, and make it particularly clear that you have no other possible funding opportunities for this conference and will not be able to go to it without advance funding. If you receive a travel advance, you still need to **save your receipts** covering the cost of your travel advance to submit to Shikha Evans once your travel is complete.
**IMPORTANT CHANGE TO RESEARCH AWARDS**

We are now accepting applications for research funds that fall within the advisor's area of research, but that the advisor cannot financially support. A letter from the advisor stating that they do not have the funds to support this research is required for this type of application.

Please keep in mind that the purpose of this committee is to provide funding to those graduate students who cannot obtain funds from any other source. Make sure to explore ALL other avenues of funding such as your advisor, program funding, Norman Anderson Fund, conference awards and the Doolittle-Harrison Fellowship, if applicable, before applying for funding from this committee.

If you have any questions, please don't hesitate to e-mail any of the committee members.

Thanks so much,
PGSO Travel & Research Committee

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