PROFESSIONAL ADVANCEMENT GRANTS

-2019-
Professional Advancement Grants (PAG) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting and conference travel.
EXPENSES

• PAG amounts are subject to change depending on the GPSS annual budget.
• For 2018-2019, the approved amount for a PAG is up to $200.
• An approved recipient NEVER receives funds upfront.
• PAG is based on **actual expenses accrued**, i.e. a reimbursement
  • So if you spend less than $200, you will only be reimbursed what you spent!
WHO IS ELIGIBLE TO APPLY?

Graduate & Professional students who are:
• Enrolled, bearing credits
• NOT graduating before the conference

*Unfortunately this EXCLUDES post-docs

Have NOT received PAG funds yet within this fiscal year
• A student is only eligible to receive PAG funding once a fiscal year (NOT Calendar/Academic year)
  • i.e. eligible to join the lottery, NOT automatic approval
• A student is NEVER guaranteed PAG funding
  -> you are not entitled to one PAG a year
HOW DO I APPLY?

There is only **ONE** application form

The link is on this website ->
http://www.gpss.iastate.edu/professional-advancement-grants

You will need:
- To read and understand the rules before submitting an application
- To be able to prove that you are registered for the conference
- The name and contact information for the department staff member who processes reimbursements
- Other sources/amounts of funding
The application asks a lot of questions that **DO NOT** affect whether or not your application is approved.

This information helps us when we run an audit or need to confirm an event as an eligible conference or not.
WHAT YOU MUST GET RIGHT

• There are aspects of your application that the PAG Chair can change
  • Reimbursement staff contact information
  • Amount of other funds supporting your travel
  • Ultimately the responsibility is that of the applicant to assure that their information is correct and that he/she understands the rules. I try my best to screen everything that comes in, but if there is a mistake it is on the applicant.

• There are aspects that you MUST get right, and if wrong, will impact your PAG chances –> This cannot be changed once submitted
  • The DATE of your conference
    • The month of your conference ties you to its respective monthly account
  • Your student ID number
EMAIL the PAG Chair if you have questions, and do not wait to ask because deadlines are final.

CHECK YOUR EMAIL. If you do not receive an official confirmation within 10 minutes, your application was not received. SAVE your confirmation email, it has your viewcode.

Apply using an Ethernet connection; WiFi tends to not work.
That depends on which category of applicant you fall into;

YOU DO NOT select which type you are, the system will sort you
WHEN WILL I HEAR BACK?

FIRST-EVER APPLICANT

First-ever application to the system are called ‘priority one’ applications. As long as there are funds remaining in the month, these applicants are ‘pre-approved’ for funding and you will receive this notification within the week.

Fine print: If you are a priority one applicant and cancel your application, you are deemed returning for the next application regardless of the fact that you did not receive funds you first time. This is because when you were first approved, you were ‘pre-allocated’ the funds, thus removing the opportunity for someone else.
If you have ever submitted a PAG before, **EVERY** subsequent application is categorized as returning.

You are returning-eligible if this is your first application in a new fiscal year. You will be added to a queue/waitlist and you will receive your decision the month before your conference. It DOES NOT MATTER how early you apply, you will always be on the waitlist.
WHEN WILL I HEAR BACK?

RETURNING-ELIGIBLE APPLICANT

You can apply before the new fiscal year for a PAG and join the waitlist, but your conference MUST fall in the new fiscal year or else you are not considered an eligible candidate.
WHEN WILL I HEAR BACK?

RETURNING-INELIGIBLE APPLICANT

You may only receive funds ONCE a fiscal year. So, if you are approved for PAG in the summer/fall, you will not be considered for a new conference until after July 1\textsuperscript{st} of the next year.

Your application will be denied

** Note: you may submit an application for a conference occurring in the next fiscal year before July 1\textsuperscript{st}.

i.e. if you have a conference in July, you MUST submit by June 15\textsuperscript{th} at 5PM.

You can submit as early as you like.
WHEN WILL I HEAR BACK?

INELIGIBLE APPLICANT

REGARDLESS of first-time or returning status, if you miss the application deadline (15th at 5pm the month prior to your conference) your application will be denied.

NO EXCEPTIONS.
The PAG Chair never **EVER** makes a decision on an application.

The system sorts people according to them being first-ever, returning, or ineligible and then awards/denies/waitlists accordingly.
Every month has a certain amount of funding allocated towards it. After the deadline for a conference, and AFTER all first-ever/priority-one applications are awarded, any remaining funds are awarded to returning applicants.

In the event where there are more applications than funding, a **BLIND** lottery is run. Those in the waitlist are lined up, and random numbers are generated, and those corresponding with the selected numbers are awarded PAG, the rest are denied.

There is NO preferential treatment/quality judgement
• The PAG system does not provide any weighted measures to those in the lottery. ALL on the waitlist have equal chance of funding.
• There is no department preference, no preference for presenters/non-presenters, no preference for international/domestic conferences, etc.
• We do not judge the quality of your conference/research
Things happen, we get it!

- You have **2 weeks** from the last day of your conference to ‘successfully’ cancel your PAG
- To cancel your PAG, email the PAG Chair saying you could not attend (we do not need a reason)

- You are now eligible to apply again and join a waitlist
# PAG Processing Site


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## Fiscal Year 2017 (2017-07-01 - 2018-06-30)

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ONLY PAG Chair processes
ACCOUNT ACTIONS

PAG Processing:

- **Review Applications**: Application Approve/Deny/etc. Actions.
- **Edit Applications**: Edit an application per a student request, i.e. typos or more commonly changing their Department Contact.
- **Record a Reimbursement**: (Primarily used by our contact in the Graduate College) Record the Amount and Date of a student reimbursement.

PAG Budget:

- **Record Approved Budget**: Typically every spring the Senate will approve the annual budget and monthly allocations. Record the individual monthly amounts here. You'd also use this for special allocation.
- **Adjust the Budget**: Monthly the allocation rarely will divide into whole PAGs. Use this to deduct the remaining amount from the current month (negative amount) and add that amount to the account. This may also occur if a student cancels their PAG from a previous month and you'd now like to add it to the current or next month.
- **Audit the Account**: Occasionally it may be a good idea to confirm that the balance of PAG account at the Graduate College is approximately where it should be. This will provide you an idea of the account. This check doesn't need to be performed often, but once or twice a year wouldn't hurt.
Funds are set by the GPSS Treasury Committee; and are approved by the whole Senate following Constitutional laws. The budget is usually accepted in the last Senate meeting in April.

90k
This year’s PAG budget

5:00 PM
REIMBURSEMENTS

• A student must submit **TO THEIR DEPARTMENT**
  • Every department handles this differently
  • The person who you list as your department contact should be the STAFF person who files reimbursements (not your senator)
  • This person will file the PAG on your behalf
  • The PAG Chair does not process reimbursements – DO NOT SEND ME RECEIPTS.
  • You MUST submit for reimbursement **within 30 days** of the last day of your conference.
DEADLINES

• Applications: 15th at 5PM (CST) the month prior to your conference
  • So, if you have a May event, you must submit your application by April 15th at 5PM.
  • This deadline is non-negotiable and final.

• Reimbursement: Within 30 days of the last day of your conference
  • Appeals are rarely granted, and may be given on the basis of:
    • Personal emergency
    • Visa issue
    • Staff mistake

There is no penalty for applying early!
Contact the PAG Chair early, when actions can still be taken,

gpsspag@iastate.edu
MORE OPPORTUNITIES

Cos Pivet – VP for Research
https://pivot.proquest.com/funding_main

Graduate College Awards + Funding
https://www.grad-college.iastate.edu/faculty-and-staff/finance/

GrantsHub – ISU
https://www.grantshub.iastate.edu/