TITLE: Consolidation and Reform of PAG Policies.

WHEREAS: At present there is no single document containing all of the Professional Advancement Grant (PAG) policies and procedures, and

WHEREAS: At present PAGs are awarded on a first come first served basis, and

WHEREAS: This leaves those with conferences late in the semester with little chance of receiving a PAG, and

WHEREAS: The application process for PAGs is not competitive, be it therefore

ENACTED: That the name of PAG be changed to Professional Advancement Funds (PAF), be it further

ENACTED: That the attached document shall be the official governing document for the administration of PAFs, be it further

ENACTED: That further changes to PAF procedures and policies shall be written as amendments to the attached document, be it further

ENACTED: That the attached document shall go into effect on July 1, 2014, be it further

ENACTED: That the attached document be posted on the GPSS website with the caption: "New PAF policies effective July 1, 2014," be it further

ENACTED: That all graduate and professional students be notified of these changes by email.

Sponsors: Lois B. Nowak K. Ramezani M. Hollis C.

Anna Prisacari, President Brian Tlach, Chair of the Senate
I. Purpose

Professional Advancement Funds (PAF) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meetings and conferences.

II. Monthly Cycle

a) PAF shall be awarded on a monthly cycle.

b) The applications for a given month are due at 5:00 pm on the 15th day of the preceding month.

c) The total amount of funds budgeted for PAF for the fiscal year shall be divided equally among the twelve months.

de) The month in which a conference occurs shall be determined by the first day on which the conference occurs regardless of when travel takes place.

e) If in a given month there is unspent money, the extra money will be distributed to the immediately proceeding months in increments of $150 until all is distributed. For example if in September there is $400 left over, October and November receive $150, and December receives $100.

III. Awarding PAFs by Lottery

a) After the 15th and before the 22nd of each month, the PAF committee shall determine which applications to fund by conducting a lottery. This lottery shall be conducted using RANDOM.ORG. The PAF chair and at least 1 additional member of the PAF committee
b) Each PAF application shall receive a priority number for the lottery. Anyone who has not previously received a PAG will have priority 1. Anyone who has previously received at least one PAG will have priority 2. Anyone who has already received a PAF during the current fiscal year shall be ineligible for a second PAG in the same fiscal year.

c) If the available funds for the month are insufficient to fund every application with priority 1, then an equal chance drawing shall be conducted among the applications that have priority 1 to determine which are funded. If the available funds are sufficient to fund all of the priority 1 applications but not all of the priority 2 applications, then an equal chance drawing shall be conducted among the applications with priority 2.

IV. Student Eligibility

a) In order to receive PAF, the applicant must be a graduate or professional student at Iowa State University (ISU).

i. The applicant must be registered for the Fall Semester to receive funding for a trip which occurs in August through December.

ii. The applicant must be registered for the Spring Semester to receive funding for a trip which occurs in January through May.

iii. The applicant must be registered for either of the 2 Summer Sessions or the previous Spring semester to receive funding for a trip which occurs during June or July as long as the application does not graduate in Summer.

b) Students are only eligible for one PAF per fiscal year; however, students may apply more than once, but the applications must be for different conferences.

For example, if a student is denied a PAF for a conference, she can apply again for a different conference.
V. Trip Eligibility

a) Applicants may receive funding to attend a professional meeting as both a presenter and non-presenter.

b) Applicants may receive funding to attend a professional workshop that provides experience not available at ISU.

c) Applicants will not receive funding for required academic activities.

VI. Amount of Support

The amount of a PAF award shall be $150.

VII. Application

a) Application forms and instructions are the responsibility of the PAF chair and are posted on the GPSS website.

b) Documentation of registration is required at the time of application.

c) Incomplete or late applications will not be considered for funding.

d) The deadline for an application is the 15th of the month prior to the month of the conference.

e) An individual may apply at any time prior to the deadline in d) and be entered into that month’s lottery; however, an individual may only apply once for a given conference.

As an example, if one has a conference in December, the PAF application must be submitted before November 15th. If the applicant knows about the conference in October, he may apply before October 15th and be entered into the October drawing.

VIII. Reimbursement
IOWA STATE UNIVERSITY
Graduate & Professional Student Senate

a) The applicant should contact his or her department for information on the reimbursement process.

b) Documentation of registration is required for reimbursement.

c) Dispersal of funds will conform to ISU policies.

d) Reimbursements must be completed within 1 month from the last date of travel.

e) Reimbursements will only be approved for actual expenses incurred.

f) All lodging receipts and all receipts for items $75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.

g) It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

IX. Cancellation

a) If a student is funded to attend a conference and does not attend, the student must notify the Graduate College in writing to cancel their PAF for that conference no later than 2 weeks after the conference.

b) Students who do not follow the procedure to cancel will not qualify for an additional PAF within the same fiscal year.

c) Funds awarded for travel to one conference cannot be transferred to a different conference.

X. Appendix

First number the PAG applications in the lottery from 1 to m. From the RANDOM.ORG homepage, click on Random Integer Set Generator. In the box for the number of unique random integers, type the number of available PAF awards. In the boxes for the range of values, type 1 and the number of applications (m). Then click "Get Sets." The numbers in the set are the numbers of PAF applications that get funded.
Do you own an iPhone, iPad or iPod Touch? Check out our new app! Android version coming soon.

Random Integer Set Generator

This form allows you to generate random sets of integers. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs.

Step 1: The Sets

Generate 1 set(s) with 5 unique random integer(s) in each.

Each integer should have a value between 1 and 20 (both inclusive; limits ±1,000,000,000).

The total number of integers must be no greater than 10,000.

Step 2: Display Options

Each set will be printed on a separate line. You can choose from the following extra options:

- Number the sets sequentially
- Use commas to separate the set members
- Sort the members of each set in ascending order

You can select the order in which the sets are printed:

- Print the sets in the order they were generated
- Order the sets by the values that occur in them (in this case, you should also consider sorting the members of each set)
- Print the sets in random order

Step 3: Go!

Be patient! It may take a little while to generate your sets...

Get Sets  Reset Form  Switch to Advanced Mode