



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

SENATE BILL SU20-01 SENATE MEETING May 26, 2020

TITLE: Amendments to the Professional Advancement Grants By-Laws

WHEREAS: The COVID-19 pandemic has resulted in many conferences and professional workshops being moved to an online format, and

WHEREAS: These events frequently require registration fees even in the absence of travel, and

WHEREAS: The current Professional Advancement Grant (PAG) rules as states in Article VIII of the GPSS by-laws frequently references “travel events”, be it therefore

ENACTED: That Article VIII of the GPSS bylaws be amended as attached, with references to travel removed.

Sponsors:

James Klimavicz, Vice President

Eleanor Field, President



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

ARTICLE VIII. PROFESSIONAL ADVANCEMENT GRANTS

- 39 1. Purpose: Professional Advancement Grants (PAG) are provided to graduate and professional students by the
40 Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meetings,
41 conferences, workshops, and other professional development-related events or travel.
42
43
- 44 2. Amount of Support. The amount of a PAG award shall be \$200.
45
- 46 3. Travel Month Award Divisions.
 - 47 3.1. The budget for PAG is set by the Finance Committee.
 - 48 3.2. The monthly allocations from the total PAG budget is set by the Finance Committee.
 - 49 3.3. Any funds remaining within the PAG monthly budget after the application deadline shall be moved to the
50 PAG budget for the following month.
 - 51 3.4. PAG funds shall not be applied to month for which the application deadline has already passed.
52
- 53 4. Student Eligibility
 - 54 4.1. The applicant must be a current graduate or professional student at Iowa State University.
 - 55 4.1.1. The applicant must be registered during the semester for which the eligible travel event will occur.
 - 56 4.1.2. The student must not graduate prior to, during, or before the applicant files for reimbursement, the
57 eligible travel event occurring.
 - 58 4.2. Each student is eligible to receive up to one PAG award per fiscal year (July 1st to June 30th).
 - 59 4.2.1. A student may submit multiple applications within the same fiscal year for different eligible travel
60 events, provided they do not fall within the same month.
 - 61 4.2.2. In this case, applications are read in the order of the ~~travel~~ month of the event for in which the
62 application falls. If an application is accepted, all subsequent and remaining applications within that
63 fiscal year are denied for that applicant.
 - 64 4.2.3. Submitting an application does not guarantee funding.
 - 65 4.3. A student who has received a PAG ~~grant~~ in the same fiscal year is ineligible to receive PAG funds again
66 in the same fiscal year. The student must wait for a new ~~travel-eligible~~ event that occurs in the next fiscal
67 year to be considered eligible for a PAG.
 - 68 4.4. A student does not need to wait until the next fiscal year to apply for this new travel event.
69
- 70 5. ~~Travel Event~~ Eligibility
 - 71 5.1. PAG awards may not be used for any required activity for course or credit at any university.
 - 72 ~~5.1.5.2.~~ Events organized/hosted by Iowa State are not eligible for PAGs, though events taking place at
73 Iowa State may be eligible at the discretion of the PAG committee if organized by an outside
74 organization.
 - 75 ~~5.2.5.3.~~ PAG awards may be used to fund travel costs, registration fees, conference fees, hotel costs, or
76 other related expenditures for events that count towards a professional certificate or other professional
77 development activities that provide experiences not available at Iowa State University.
78
- 79 6. Application
 - 80 6.1. There is only one valid application form. This link shall be hosted on the GPSS website.
 - 81 6.2. Incomplete, late, or duplicate applications shall not be considered for funding and will be denied. It is the
82 responsibility of the student to ensure the validity, accuracy, and timely completion of the application.
 - 83 6.2.1. Should an applicant make an error on their application, they must contact the Chair of the Awards
84 Committee as soon as they become aware of the error. Some mistakes are able to be edited in the
85 application by the Chair of the Awards Committee, while some require the application to be denied
86 and for the applicant to re-apply with correct details.



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

- 87 6.3. The deadline for monthly applications is 5:00 PM CT on the 15th of the month prior to the month in
88 which the ~~travel-eligible~~ event occurs.
- 89 6.3.1. A student is encouraged to apply in advance of this deadline, a student may apply as early in
90 advance as possible provided the proper documentation for the ~~eligible travel~~-event has been given.
- 91 6.3.2. This deadline is final, a student may not appeal for a late application to be read regardless of
92 circumstance.
- 93 6.4. Upon successful submission of the PAG application, the Chair of the Awards Committee, the applicant,
94 and the academic unit contact named within the application will receive a confirmation email with unique
95 details corresponding to that application.
- 96 6.4.1. It is the responsibility of the student to ensure that the proper academic unit contact is listed in the
97 application. This contact should be the staff member filing for the travel reimbursement.
- 98 6.4.2. The student must retain a copy of this acceptance email to access their PAG status.
- 99 7. Awarding PAGs
- 100 7.1. The Chair of the Awards Committee will manually operate and oversee the PAG operating system.
- 101 7.1.1. This consists of a private processing database where the budget, applications, and decisions are
102 stored.
- 103 7.1.2. Only the Awards Committee shall have access to this database.
- 104 7.1.3. The Chair of the Awards Committee is responsible for processing applications in a timely manner,
105 with decisions issued at least once each month.
- 106 7.2. The academic unit/department, affiliations, student details, content of the ~~travel-eligible~~ event, destination
107 of the ~~eligible travel~~-event, whether or not the student is giving a talk/poster, or any of these specific
108 details do not affect PAG award decisions.
- 109 7.3. PAGs are awarded based on applicant priority and funds remaining in the monthly PAG budget.
- 110 7.3.1. A student who has never received a PAG grant during their time at Iowa State University receives
111 priority status.
- 112 7.3.2. A student who has received a PAG grant during their time at Iowa State University in a prior fiscal
113 year will be added to the monthly waitlist.
- 114 7.4. Applicants with priority status who submit valid applications are approved for PAGs in the order in which
115 they are submitted.
- 116 7.4.1. If there are insufficient PAG funds for eligible first-ever/priority applicants, funds will be disbursed
117 to the priority as they are processed on a first-apply, first-awarded basis.
- 118 7.5. At the time of the monthly deadline (the 15th of the month at 5 PM CT) the Chair of the Awards
119 Committee is responsible for determining how many applicants are on the waitlist, the remaining funds in
120 the account, and manually assigning the status to these applicants.
- 121 7.5.1. If sufficient funding is available, all remaining eligible applicants on the waitlist shall receive
122 funding.
- 123 7.5.2. If there is insufficient funding available for all applicants on the waitlist, PAGs will be awarded by a
124 computer program that selects awardees randomly from the waitlist.
- 125 7.5.2.1. Each application on the waitlist shall have an equal probability of being selected for an award,
126 regardless of when they applied, provided the application was submitted on time.
- 127 7.5.2.2. The award drawing shall be entirely automated, with no manual component, to prevent bias or
128 malfeasance. This waitlist processing must be completed by the Chair of the Awards
129 Committee between the 15th and the 22nd of the month.
- 130 7.6. PAG awards are not transferable between students, or between events.
- 131 7.7. PAG awards shall only be given as reimbursements; money shall not be disbursed prior to ~~travel~~the event.
- 132
- 133 8. ~~Travel-Event~~ Cancellation



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

- 134 8.1. The student must notify the Chair of the Awards Committee to cancel their PAG no later than two weeks
135 after the conference to remain eligible to apply for funds again during that fiscal year. Cancellation any
136 PAG application forfeits any previously held priority status.
- 137 8.2. If a student does not cancel their PAG award within this timeframe, they forfeit their award and must wait
138 until the next fiscal year to apply for PAG funds.
139
- 140 9. ~~Travel~~ Reimbursement of Event Costs
- 141 9.1. It is not the responsibility of GPSS or the Chair of the Awards Committee to disburse PAG funding, this
142 is handled by the Graduate College.
- 143 9.2. It is the responsibility of the student to maintain all receipts during ~~travel-eligible~~ events and complete the
144 reimbursement process. It is recommended that the student retain this information for one year following
145 the travel event.
- 146 9.3. The applicant must file for reimbursement through their department.
- 147 9.4. The applicant must file within 30 days from the last date ~~in~~ of their ~~travel-event or travel~~ listed in their
148 application.
- 149 9.4.1. The applicant may request additional time due to extreme extenuating circumstances by contacting
150 the Chair of the Awards Committee immediately.
- 151 9.4.2. The Chair of the Awards Committee will relay the request to the Awards Committee, where the
152 majority vote will determine if the appeal will be met or denied.
- 153 9.5. Reimbursements will only be provided for actual expenses incurred.
- 154 9.6. Disbursal of funds will conform to ISU policies.
155