

## Psychology Student Advancement Grant (PSAG) Application (Page 1)

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Applicant Name:

Have you received funding from this committee before?      Yes                  No

    If yes, when and for what purpose?

Applicant Status (check one):    Graduate Student                          Undergraduate Student

Student's Mailing Address:

Student's Email :                                  Student's M#:

Faculty Sponsor:

Title of Project:

Destination:

Departure Date:                                  Return Date:

Are you eligible for funding from another source? If yes, please include source and amount of funding applied for or anticipated.

*Note: For research-related travel, undergraduates who have previously received a URECA grant should contact MTSU's [Undergraduate Research Center](#) for funding; graduate students should contact the [College of Graduate Studies](#).*

In the space below, please describe the project. If the project is travel to a conference, please elaborate on the conference name, type (regional, national, etc.), and research presentation details. If the project is to attend a graduate school interview, please provides details about the program, institution, etc. If the project includes a request for research supply funding, please include a description of items as well as quantity needed, cost per item, and links for purchasing. Page 2 of this application only needs to be filled out in case of travel (i.e. - **Page 2 is not needed if funds are requested for research supplies**). NOTE: The maximum funding amount for research supplies is \$250 per project regardless of number of students involved in the research. Additional pages can be included in application if needed.

## PSAG Travel Calculator (Page 2)

### APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL

Estimation of Expenses	
Transportation to Destination:	
Airfare:	\$
Ground Transportation:	\$
Driving Mileage: <i>(calculate by using <a href="http://Mapquest">Mapquest</a> to determine number of miles to destination and back and multiply the total number of miles by the current mileage rate of \$0.57)</i>	\$
Lodging: <i>(calculate by multiplying number of nights by lodging rate; include known or anticipated taxes and fees)</i>	\$
Meals: <i>(calculate by scrolling down to the "Per Diem Look-Up" section at <a href="http://gsa.gov">gsa.gov</a> for the per diem rates at your specific travel location; enter the zip code of your destination and your travel dates; enter the <b>M&amp;IE total only</b>)</i>	\$
Conference Registration Fees:	\$
Poster Printing Costs <i>(calculate by indicating actual poster printing cost; up to \$50 in poster printing costs is eligible for reimbursement for graduate students; undergraduate poster printing available through URC)</i>	\$
Funding Supplied by Other Sources	
Source:	Amount:
Source:	Amount:
Source:	Amount:
Totals	
Total of Anticipated Expenses:	\$
Total of Funding Supplied by Other Sources:	\$
Remaining Expenses Not Yet Covered by Other Sources <i>(calculate by subtracting total funding from other sources from total anticipated expenses)</i>	\$
Total Amount of Funding Requested <i>(Funding maximums are as follows: \$500 for research-related travel the maximum with an additional \$250 allowed if other sources of funding are denied; \$250 for interview-related travel)</i>	\$

**UPON APPROVAL, FUNDS WILL BE DISTRIBUTED BY REIMBURSEMENT AFTER TRAVEL IS COMPLETE AND APPROPRIATE RECEIPTS ARE PROVIDED.**

**Be sure to:**

1. Include pages 1 through 3 of the PSAG Application unless applying for research supplies (in this case leave page 2 blank).
2. Sign page 3 and have your faculty sponsor sign as well.
3. **Include all current receipts** at the time of the application.
4. **Include evidence of being accepted to conference** or of being invited to interview at a graduate program, if applicable.
5. While travel funding from PSAG (subject to availability) may not cover the entirety of student travel costs, please list **all anticipated expenses** above.
6. Send the completed and signed form (student and faculty sponsor), evidence of acceptance to conference, and current receipts to [tiffany.rogers@mtsu.edu](mailto:tiffany.rogers@mtsu.edu) for approval at least **two weeks** prior to travel.
7. Upon funding approval for travel, students will need to complete the **Travel Authorization Form** prior to travel (detailed information will be included in the emailed notice of funding approval).
8. Upon returning from travel, students will need to complete the **Travel Expense Claim Form** within 30 days (detailed information will be included in the emailed notice of funding approval).

## Signature and Approval Page (Page 3)

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\_\_\_\_\_  
Student Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Date

**For Department Use Only:**

Application Approved:      Yes                  No

Amount of Approved Funding:

\_\_\_\_\_  
Committee Chair Signature (signature upon approval)

\_\_\_\_\_  
Date