

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

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 Mapquest 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 gsa.gov for the per diem rates at your specific travel location; enter the zip code of your destination and your travel dates; enter the M&IE total only)</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 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)

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