

CEHHS Research Showcase Guidelines

1. New Changes in 2023-24:

The application portal will be open during two cycles:

- Fall Cycle 1: The application portal opens from **September to October 2023** for eligible applicants seeking conference travel funding for outside conferences scheduled between **July 1, 2023, and December 31, 2023**.
- Spring Cycle 2: The application portal opens from **January to February 2024** for eligible applicants seeking conference travel funding for outside conferences scheduled between **January 1, 2024, and June 30, 2024**.

Note: If your outside conference occurs in between two cycles, use the end date of the outside conference to determine the appropriate cycle for your application. See FAQs for more information.

2. Conference Travel Reimbursement Funding: Instructions

Please follow these instructions for travel reimbursement. For individuals who want to present their research project at the CEHHS Research Showcase for the experience only, but do not need travel reimbursement, the committee will try to accommodate as space and budget constraints allow.

2.1 Conference Travel Reimbursement Funding: What Is Covered

- There is **no cash value** associated with the conference travel funding. It is **administered as a reimbursement only**. Any unused portion of the travel allotment will not be disbursed.
- The travel reimbursement may only be used for expenses incurred by the presenter(s), such as hotel, Airbnb, flights, conference registration fees, etc. The expenses must not be covered by other grants.
- For incurred expenses, reimbursement is released after the committee approves applications, generally in November and February (**see the second bullet in 2.3 below if you travel before February**).
- Receipts are required for everything except meals. Outside conference attendees will be reimbursed at the state rates for meals (breakfast/lunch/dinner) and mileage.

2.2 Before Travel: Who to Contact

- Your home department (EPLS, ELPS, HDFS, NIP, STE, or SM) manages travel authorizations and travel reimbursement. Please follow any additional guidelines your home department travel representative may have for the travel process.
- If there is C&G (contract/grant funding) that you will use as supplemental to this funding for the same trip, then the Office of Research (OoR) will process your travel reimbursement instead of your home department.
- Notify either the travel representative in your home department or the OoR about your upcoming trip.

2.3 After Travel: What to Do

- Submit all receipts and a copy of the outside conference acceptance letter/email and brochure in which you are named as a presenter to your department travel representative, or OoR if there is C&G funding associated with your trip, within 30 days of your return.
- As soon as the applicant returns, submit a [Travel Reimbursement form](#) with their related travel receipts and the outside conference acceptance letter for reimbursement.

3. Robert M. Gagné Prize: Funding & Recognition Information

- Faculty may receive a cash payout, less applicable taxes, or may opt to spend the prize money on travel, materials, or other research-related activities.
- Graduate student prizes are awarded through Student Business Services. No further follow-up from graduate students is needed to process the prize, but we encourage you to monitor your Student Business Services account so that you are aware of when it is posted. The process takes approx. 2 weeks following the CEHHS Research Showcase.
- The names of both the faculty and graduate student winners will be highlighted on the OoR website and honored on a plaque displayed in the Dean's office.

4. Frequently Asked Questions (FAQs)

4.1. Conference Travel Reimbursement Funding

4.1.1. Questions Regarding Eligibility

Q1: If applicants have an outside conference in the same week as the CEHHS Research Showcase, can they still apply?

A: Yes. In this situation, applicants must still prepare a poster that will be displayed during the CEHHS Research Showcase.

Q2: Are Specialized Faculty eligible for conference travel funding and/or the Robert M. Gagné Prize?

A: Yes. If the CEHHS-affiliated faculty member has a research appointment as part of their AOR, and is presenting research at an outside conference that they intend to publish, or have already published, in a peer-reviewed journal, then that faculty member would be eligible for conference travel funding and could apply for the Robert M. Gagné Research prize (assuming all other criteria are met).

4.1.2. Questions Regarding the Application

Q3: There are multiple authors on my presentation. Do we all need to submit separate travel applications?

A: Team members who wish to receive travel reimbursement must complete an application. You will also be asked to list each co-author in the application. See Q11 below for more information about funding disbursement.

Example: Student A is working on a project with students B and C. However, only students A and B are traveling to an outside conference. In this case, students A and B must submit an application for travel reimbursement.

Q4. Can I apply for both the Fall Cycle 1 and Spring Cycle 2?

A: You can receive only one conference travel reimbursement (maximum \$2,000 pending actual expenditures) for one project during the academic year. If you have not received conference travel reimbursement funding during Cycle 1, you can apply during Cycle 2.

Q5. My outside conference occurs in between two cycles. Which cycle should I apply for?

A: If your outside conference occurs in between two cycles, please submit your application during the cycle corresponding to the end date of your outside conference.

Example: If student A is participating in an outside conference scheduled from June 29 to July 2, the appropriate cycle for student A to apply for would be Fall Cycle 1 (July 1 - December 31, application open September-October), as the end date of the outside conference aligns with the Fall Cycle 1 timeframe.

Q6. My colleague and I are working on Projects A and B. Can I apply for Fall Cycle 1 for Project A, while my colleague applies for Spring Cycle 2 for Project B?

A: Yes, but if you apply for Fall Cycle 1 and receive funding, you are not eligible for funding during the Spring Cycle 2. Similarly, if your colleague applies for Spring Cycle 2 and receives funding, your colleague is not eligible for funding during the next Fall Cycle 1. Plan accordingly among your project team members regarding who applies when.

Q7. After the Fall Cycle 1 (for July-December outside conferences) application portal closed, I was accepted to an outside conference scheduled during Fall Cycle 1. Can I submit my application for Spring Cycle 2 in this case? If no, are there other means by which to apply for travel reimbursement?

A: If the outside conference occurs during July 1, 2023, and December 31, 2023, then you cannot apply for that conference during Spring Cycle 2; you must apply for Fall Cycle 1 for outside conferences occurring July 1-Dec 31. Spring Cycle 2 is only for outside conferences occurring January 1-June 30.

If you are waiting on a conference acceptance for a Fall Cycle 1 conference after the application window closes in October, proceed with the Fall Cycle 1 application and mark “conference acceptance pending” in the application. Include a conference program confirming your presentation when you submit your reimbursement materials.

Example: The Fall Cycle 1 application window closes October 15. You receive conference acceptance on October 20 for a December 20-22 conference. Proceed to your conference. Within 30 days of the conference’s conclusion, submit your reimbursement materials along with a conference program listing your presentation.

Q8. I received acceptance for an outside conference scheduled in Fall Cycle 1 and subsequently applied during that cycle. However, I've recently been accepted to another conference scheduled in Spring Cycle 2. If I have not received reimbursement yet, can I switch my application from Fall Cycle 1 to Spring Cycle 2?

A: No. Once you have been notified of successful conference travel reimbursement in Fall Cycle 1, you will be ineligible for a conference travel reimbursement in Spring Cycle 2.

4.1.3. Questions Regarding Reimbursement

Q9: If attendees have received travel support from other sources (e.g., departments, COGS), are they still eligible for the Conference Travel Reimbursement Funds?

A: The Conference Travel Reimbursement Funds are administered as travel funding provided on **a reimbursement basis**. If travel expenditures are in an amount beyond

what is covered by the participant's other grant/funding, conference attendees may be eligible for reimbursement for the difference.

Example: An attendee has \$1,500 in travel covered by their department/other grants, and they incur \$2,000. They may apply for a \$500 reimbursement.

Q10: If attendees have funding from FSU (e.g., COGS), who will process their travel reimbursement?

A: All travel for applicants is processed by their home department. However, if there are any travel reimbursement costs that will be covered by grants funds that run through the Office of Research (OoR), then the OoR will process the reimbursement.

Q11: There are multiple authors on my presentation. Can the Conference Travel Reimbursement Funds be divided among team members?

A: Yes. Only **one faculty funding of \$2,000** and **one student funding of \$2,000** can be reimbursed for the same presentation. **Disbursement of the conference travel reimbursement funding among students is the research team's decision.**

Example: There are 4 co-authors on a research project; 3 are students and 1 is a faculty member. Two of the students and one faculty are going to an outside conference to present the research project together. In this scenario, the faculty presenter will receive a \$2,000 travel reimbursement. The 2 student presenters can choose to share the \$2,000 travel reimbursement. If the student presenters choose not to share, one of the student presenters will receive a \$2,000 travel reimbursement. This is a team decision.

Q12: Do we always receive the same amount of conference travel funding each year?

A: No, funding varies each year. There may be tiered funding based on factors such as distance of travel, international/national/regional scope of the outside conference, and type of presentation (paper/poster).

4.2. Robert M. Gagné Research Prize

Q13: How do you select finalists and winners for the Robert M. Gagné Research Prize?

A: **Finalists:** Through a blinded application process, each Committee member, with assistance from additional faculty representatives from their department, reviews and nominates one faculty member finalist and one graduate student finalist for their department. *There will be 12 collegewide finalists.* Since there are 6 departments in the CEHHS, each department will have 2 finalists: 1 faculty finalist, and 1 graduate student finalist. **Winners:** Winners are selected by the Committee after reviewing the faculty

and student finalists' abstracts. *There are 2 winners*: one faculty member winner and one graduate student winner.

Q14: Can I submit multiple applications for the Robert M. Gagné Research Prize?

A: No. Only one application will be considered for the Robert M. Gagné prize. You have to be the first author of an accepted outside conference paper to be eligible to apply. Only one student prize and one faculty prize are awarded for the Robert M. Gagné prize.

Q15: If I win the Robert M. Gagné Research Prize, am I still eligible for the conference travel funding?

A: Yes. All Robert M. Gagné winners (both graduate students and faculty) will also receive the conference travel funding. Note that completion of the conference travel funding application is a prerequisite for applying to the Robert M. Gagné Research Prize.

Q16: I have won the Robert M. Gagné Research Prize before. Can I apply again?

A: There is a two-year hiatus. If you won in the previous academic year, you are not eligible this year.

Example: If you won the prize in 2021-2022, you are not eligible to apply in 2022-2023. You will next be eligible to apply in 2023-2024.

Q17: Can multiple authors on a single project win the Robert M. Gagné Research Prize?

A: No. Eligibility for the prize is reserved for the first author (i.e., one individual) of a research project. No co-authors or co-presenters are allowed to compete for the prize.

Q. 18: I applied for conference funding during Fall Cycle 1, but I did not apply for the Robert M. Gagné Research Prize. Is it possible for me to apply only for the Robert M. Gagné Research Prize, without the conference travel reimbursement funding application, during Spring Cycle 2?

A: Yes. As long as you only submit one application for travel reimbursement funding for the entire year, then a Spring Cycle 2 application to the Robert M. Gagné Research Prize is acceptable.