

TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION

(REVISED: August 2023)

The Department of Psychology will support travel by doctoral students on a matching basis. The department will award up to \$500 for domestic travel or \$1000 for international travel (once a fiscal year) to encourage doctoral students to present their research or to travel to sites to gather their masters or dissertation data. The department is doing this to assist students with representing FIU psychology via presenting/disseminating data and professional networking. We view this as a training and professional development priority for graduate students, and therefore aim to offset travel costs and make up for the loss of travel funds elsewhere in the university.

I. Policies

A. Academic Status

1. Doctoral students must have a minimum cumulative GPA of 3.0 and be in good academic standing.
2. Doctoral student must be enrolled as full-time students at time of application.

B. Purpose of Travel

1. To present research at a conference or professional meeting either nationally or internationally.
2. To travel to a research site to gather masters or dissertation data.

II. Procedures

A. Complete the application form and submit to sdick@fiu.edu and copy

psygrad@fiu.edu at least 2 weeks before travel for graduate program director approval.

B. Submit pre-travel form for processing at least 2 weeks before travel commences.

Form can be found here:

<https://forms.fiu.edu/view.php?id=850790%22%20title=%22Psychology%20Pre-Travel%20Form%22%3EPsychology%20Pre-Travel%20Form>

C. Submit post-travel form and receipts no later than **5 business days** after travel completed. Form can be found here:

<https://forms.fiu.edu/view.php?id=850956%22%20title=%22Psychology%20Post-Travel%20Form%22%3EPsychology%20Post-Travel%20Form%3C/a%3E>

III. Limitations

- A. The department will provide funds for only one trip per fiscal year (July – June).
- B. If funds are used for travel to a conference or professional meeting, student must be presenting their research (e.g., poster, flash talk, symposium, roundtable).
- C. If funds are used for travel to site to gather masters or dissertation data, student must show evidence of IRB approval for data collection by emailing sdick@fiu.edu and psygrad@fiu.edu the IRB memo.
- D. Pending availability of department funds. Funds will be provided until the yearly allocation of Department of Psychology funds has been depleted, thus students are encouraged to apply early in the academic year for funds.



FLORIDA
INTERNATIONAL
UNIVERSITY

Department of Psychology Travel Funding Application

Date _____

Dear Director of Graduate Studies,

The following is a request for Department of Psychology travel funds for:

Student Name: _____ PID: _____

Dates of Travel: _____

Name of Conference or Site: _____

Destination: _____

Please provide a brief description of the conference you will attend and the research you will present (e.g., poster, talk, roundtable etc.) or the data you will gather (masters/dissertation).

Please provide a brief estimate of total travel costs (e.g., registration fee, flight, hotel, per diem, car rental, parking, ride share).

Please provide the total amounts requested/received from other sources, including GPSC, CASE, PI/mentor, fellowships (e.g., NIH, UGS) or grants (other internal or external grants).

Please check all that apply:

- I received/applied for GPSC funding for this travel.
- I received/applied for CASE funding for this travel.
- My PI/Mentor is providing \$_____ (provide amount) for this travel.
- My fellowship/grant is providing \$_____ (provide amount) for this travel.
- I will be using my own personal resources for this funding.
- For students traveling to gather data, I have IRB approval for this project (please send IRB memo to sdick@fiu.edu and copy psygrad@fiu.edu).

I am requesting \$_____ (provide amount) in department travel funds (up to \$500 domestic and \$1000 international).

I attest that the information in this request for travel funds is accurate,

Student Signature

Date

As Director of Graduate Studies, I have reviewed the travel funds request and:

- Approve of this request for department travel funds.
- Deny this request for department travel funds: reason provided _____

Director of Graduate Studies Signature

Date