

# CEHHS Research Showcase Guidelines

## 1. Fall & Spring Cycles:

The application portal will be open during two cycles:

- Fall Cycle: The application portal opens from **September to October 2024** for eligible applicants seeking the Conference Travel Reimbursement Funding for outside conferences scheduled between **July 1, 2024, and December 31, 2024**.
- Spring Cycle: The application portal will be open until **January 31, 2025**, for eligible applicants seeking the Conference Travel Reimbursement Funding for outside conferences scheduled between **January 1, 2025, and June 30, 2025**.

**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 Reimbursement 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, HNFS, 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 the Conference Travel Reimbursement 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 the Conference Travel Reimbursement 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 and Spring Cycle?**

A: No, you can receive only one Conference Travel Reimbursement Funding (maximum \$2,000 pending actual expenditures) for one project during the academic year. If you have not received the Conference Travel Reimbursement Funding during the Fall Cycle, you can apply during the Spring Cycle.

### **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 the Fall Cycle (July 1 - December 31, application open September-October), as the end date of the outside conference aligns with the Fall Cycle timeframe.*

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

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

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

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

If you are waiting on a conference acceptance for a Fall Cycle conference after the application window closes in October, proceed with the Fall Cycle 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 application window closes on 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 the Fall Cycle and subsequently applied during that cycle. However, I have recently been accepted to another conference scheduled in the Spring Cycle. If I have not received reimbursement yet, can I switch my application from Fall Cycle to Spring Cycle?**

A: No. Once you have been notified of successful Conference Travel Reimbursement Funding in the Fall Cycle, you will be ineligible for the Conference Travel Reimbursement Funding in the Spring Cycle. For a similar case, see Q9 below.

### **4.1.3. Questions Regarding Reimbursement**

**Q9. I am attending Conference A and was granted approval for Conference Travel Reimbursement Funding during the Fall Cycle to support my attendance. However, I am also planning to attend Conference B, which has higher associated costs compared to Conference A. Can I use the Conference Travel Reimbursement Funding allocated for Conference A to cover expenses for Conference B?**

A: No, the reimbursement is specific to the conference for which it was applied. Therefore, it is essential to ensure that your application aligns with the correct conference to avoid any discrepancies.

**Q10. If attendees have received travel support from other sources (e.g., departments, COGS), are they still eligible for the Conference Travel Reimbursement Funding?**

A: The Conference Travel Reimbursement Funding is 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.*

**Q11. 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 grant funds that run through the

Office of Research (OoR), then the OoR will process the reimbursement.

**Q12. There are multiple authors on my presentation. Can the Conference Travel Reimbursement Funding 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.*

**Q13. Do we always receive the same amount of Conference Travel Reimbursement 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**

**Q14. 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.

**Q15. 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.

**Q16. If I win the Robert M. Gagné Research Prize, am I still eligible for the Conference Travel Reimbursement Funding?**

A: Yes, you are eligible. All Robert M. Gagné winners (both graduate students and faculty) are eligible for the Conference Travel Reimbursement Funding.

**Q17. I am participating in the research showcase for the experience only and not seeking the Conference Travel Reimbursement Funding. Am I still eligible for the Robert M. Gagné Research Prize?**

A: Yes, you are eligible. Please confirm your participation in the Robert M. Gagné Research Prize and submit your structured abstract through the application portal.

**Q18. 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 2023-2024, you are not eligible to apply in 2024-2025. You will next be eligible to apply in 2025-2026.*

**Q19. 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.

**Q20. I applied for the Conference Travel Reimbursement Funding during the Fall Cycle, 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 the Spring Cycle?**

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