

Sponsorship Application Instructions and Information: Emergency Cycle Conference/Event/Research Travel

Emergency Sponsorship Funding should be perceived as an option only when all other financial alternatives have been exhausted. GPSA emergency funding is available for graduate and professional students for conference/event travel ONLY.

Submissions for emergency sponsorship should be limited to applications meeting the following criteria:

- Unforeseeable circumstances such as financial or medical emergencies.
- The applicant was an incoming student and not yet enrolled in a graduate/professional program at the time of the regular cycle application deadline.
- The conference/event was not accepting abstract submissions until after the regular cycle sponsorship deadline had passed.

Please Note

- Emergency applications must be received **prior** to travel
- If you are applying for conference/event travel, applications should be submitted during the regular sponsorship cycle for which the conference/event will be held, even if you **have not** yet received notification of conference acceptance.
- Graduate and professional students are only eligible for **one** emergency award per year.

**The GPSA sponsorship committee reserves the right to request documentation in the case of emergency applications, thus, it is recommended that when possible, you submit documentation (such as a dated call for abstracts) that supports the emergency status **

I. Student Eligibility

Only **complete application packets** where applicants meet the following criteria **will be considered** for Sponsorship funding:

- Only officially admitted UNLV graduate and professional students who currently enrolled are in a recognized graduate degree or professional program may apply for sponsorship funding.
 - Funding may not be awarded to UNLV graduate and professional students who will have graduated prior to the start of the semester for which funding is awarded (*e.g.*, a student may not apply for Emergency Cycle funding for an event that occurs during winter intersession if they graduate in the previous Fall semester).
- Only activities that make a contribution to the applicant's field as well as directly affect their degree program are eligible for funding
- Students who have received GPSA sponsorship money and have since had the opportunity to present at the annual GPSA Student Research Forum but have not yet done so are not eligible for additional GSPA sponsorship funding.
 - After a student presents at the GPSA Student Research Forum, they once again become eligible for GPSA sponsorship funding.
- Applications may not be submitted more than once for the same activity regardless of whether funding for that activity was granted or denied in a previous cycle.

The following circumstances are NOT eligible for emergency sponsorship:

- The applicant was unaware of regular cycle funding deadlines.
- The applicant was unaware of emergency sponsorship funding.
- The applicant did not submit an application during the regular cycle because they had not yet received an acceptance letter from the conference/event

II. Deadlines

• **EMERGENCY** sponsorship proposals are accepted on rolling basis on the 20th of every month

For semester start and end dates, see the UNLV Academic Calendar at https://www.unlv.edu/registrar/calendars/2018-2019

III. Funding Priorities

The GPSA shall support activities which make a contribution to the scholar's field as well as directly affect the graduate/professional student's degree program. The Sponsorship Committee has established the following priorities in considering applications owing to the competitive nature of the GPSA sponsorships: Please note emergency applications are for <u>travel only</u> (second priority Tier II).

- Only one application per applicant may be submitted for each sponsorship cycle (Fall, Spring, and Summer). This includes emergency applications. For instance, a student awarded funding one semester is not eligible for emergency funding for that semester.
- **First Priority** (**Tier I**) Any research project or travel that is required, per the applicant's degree program, for the completion of a degree program (*e.g.*, research for a thesis, dissertation, or culminating project)
- **Second Priority** (**Tier II**) Travel expenses necessary for presenting at conferences, performances, or sharing of scholarly work, and any research project that is not required for the completion of a degree program
- Third Priority (Tier III) Conference attendance or other professional development with no presentation

IV. Fraudulent Documentation Submission

All applications must be the individual work of the applicant. Repeat or duplicate applications, and applications with sections duplicated from any other application will not be considered for sponsorship funding. For collaborative projects or group travel, while applications may be similar in nature (i.e. budget, supporting materials, etc.), the explanation of activities must be written in the applicant's own words. The presentation of false or otherwise incorrect information will lead to immediate disqualification of the application, suspension of an further GPSA funding, a freeze on any existing GPSA funds account, the immediate repayment of any funds utilized toward the above mentioned research project, and the student will be referred to the Office of Student Conduct for further consideration.

V. Funding Limitations and Non-Covered Items

- No applicant may obtain more than **three** GPSA sponsorship awards per academic year
- No more than **one** emergency sponsorship application will be awarded per year
- Each application may request funding for a single activity, project, or event
- No individual shall receive more than \$1,250.00 per academic year
- Any items that have been purchased prior to the starting date of the sponsorship award are not reimbursable.
- Salaries, wages, honorarium, tuition, service and/or volunteer compensations, routine supplies, professional organization membership, and thesis/dissertation copies are not permissible and, therefore, are considered non-covered items
- Per Diem **will not** be not funded.

VI. Acknowledgement

Any and all reports, papers, articles and books resulting from the applicant's funded project should include an acknowledgement to the Graduate & Professional Student Association

VII. Required Application Items

Applications missing any component listed below are considered **incomplete** and therefore **will not** be considered for sponsorship funding.

Section 1: Cover Sheet

The cover page must be signed, dated, and all sections completely filled in. The cover sheet is part of the Qualtrics application and all information should be typed onto the page and not handwritten.

Section 2: Explanation of Activities (1 page maximum)

A strong project description/explanation of activities section is coherent, well-organized and **includes** the following:

- A concise summary of the research being conducted or project/research being presented
- An explanation of your role in the research being conducted or project/research being presented (e.g., your contribution to the design, methods, data collection, etc.)
- A description of the goals, methodology, and results (or expected results for research travel) of the research being conducted or project/research being presented
- An explanation of the significance of the research being conducted or project/research being presented to your field of study, your department, UNLV, and the community
- For research travel, a timeline for the project from initiation to completion, including specific dates and activities to be conducted for the requested travel
- For conference/event travel, your planned activities during the conference/event
- A brief statement of the intended use of the sponsorship funds
- An explanation of why the GPSA should support your research/conference/event travel, including discussion of how this support would benefit the GPSA, your department, and UNLV

**Please Note: For collaborative projects or group travel, while applications may be similar in nature (i.e. budget, supporting materials, etc.), the explanation of activities must be written in the applicant's own words.

Section 3: Explanation of Emergency Status

An explanation of the need for emergency funding must be included in order to be eligible for emergency sponsorship funding. This should be concise, yet thorough, and include a valid explanation for why the applicant was unable to apply during the regular cycle.

Section 4: Letter(s) of Recommendation

One letter of recommendation is required from a member of the student's committee, preferably the committee chair. Additional letters of recommendation and support from graduate faculty members can be submitted to speak to the importance/relevance of the student's research. Please note all letters <u>must</u> be signed and on official university letterhead. A strong faculty letter is:

- Free of grammar and spelling errors
- Individualized and specific to the applicant's strengths and their work
- Addresses the quality and value of the research being conducted or the project/work being presented
- Addresses the importance of the student's research being conducted or attendance/presentation at the conference or event
- Addresses the reason that the applicant was unable to apply during the regular cycle
- If you are unable to provide the Letter of Recommendation, please have the recommender email the letter to **gpsa@unlv.edu**

Section 5: Itemized Budget

A detailed, itemized, and justified budget that outlines the cost of research travel or for attending the conference/event and specifies the amount of funding requested. **A strong budget section requires the following:**

- Neat and organized, preferably arranged in a table
- Itemized
 - o Break down items requested by unit price, number of units, and total price for each item

-For example, the cost per night, number of nights requested, and total cost for the duration of your stay should all be included when listing hotel accommodations

- Detailed
 - o Describe each item in detail
- -For example, for an item listed under the "Travel" section might be described as "Roundtrip airfare from Las Vegas, NV to San Francisco, CA on Southwest Airlines"
 - Include vendor/retailer information where applicable (name, address, phone number, website)
 - Supported with a justification section
 - Explain why you chose to include each item (why is it necessary for attending this conference/event)
 - Explain how the item was selected
- -For example, a hotel might have been chosen because in a search using various travel search engines, it was the least expensive hotel in walking distance to the conference/event being attended

• Must be supported with supplemental materials

- This can include Internet searches quoting prices for travel costs, hotel accommodations, poster printing, conference registration fees, etc.
 - Include only the first two pages of each search
 - Note that this **does not** replace the need for an organized, detailed, itemized budget with a justification
 - Hyperlinks will <u>not</u> be accepted as substitutes for supporting documentation. Please add all documents in PDF format.
- Identifies additional funding sources and amounts, including:
 - o previously awarded funding that will partially support this travel
 - o funding for which an application has been submitted but you have not yet received a decision
 - o funding for this travel for which you plan to apply
 - some examples of these funding sources are department or college support,
 Graduate College and university-wide scholarships, and external funding agencies (e.g., NSF, NIH, Fulbright)
- When composing this section, please keep in mind that the committee is appreciative of applicants being attentive to finding the lowest costs and sharing expenses such as hotel and transportation costs with other students traveling to the same conference/event
- **NOTE:** Travel expenses UNLV's travel allowance may be used to calculate travel costs but preference will be given to applicants that find the least expensive rates. Please check the GSA website used by UNLV to determine per diem rates: http://www.gsa.gov/portal/content/104877
- An itemized budget example is provided on page 8-16

Section 6: (Conference/Event Travel): Acceptance Letter

A dated copy of your presentation acceptance letter is required for applicants presenting at a conference/

Section 6: (if applicable) Research Travel: IRB / IBC / IACUC Approval Form(s)

Animal use or human subject approval forms shall be submitted when required for the applicant's project. Check with your department chair or the UNLV Office of Sponsored Programs for further information: http://www.unlv.edu/Research/OPRS/

VIII. Appeal Process:

The applicant may appeal in writing to the GPSA Executive Board. A letter of intent to appeal should be sent within ten (10) university business days of notification of award status with the final appeal being sent no more than thirty (30) university business days explaining the appellant's argument in response to the committee's decision to deny or limit funding. If a sponsorship award decision is appealed, the original application will be considered in its entirety and no new application materials may be considered. Denials based upon appellant's incomplete and/or inaccurate sponsorship application, or ineligibility, shall not be reconsidered in most cases. The appellant shall be notified of the GPSA Executive Board's decision. Please submit the original application to the GPSA Office located in the Graduate Student Commons, Lied Library room 2141, or via email to gpsa@unlv.edu.

IX. <u>Ouestions:</u> If you have any questions regarding the emergency sponsorship application process or any other concerns, please contact us at (702)895-2315 or via email to gpsa@unlv.edu



Sponsorship Emergency Conference Travel Application Checklist

Please note that applications **may not** be submitted more than once for the same activity and all applications must be the original work of the applicant. Repeat or duplicate applications, and applications with sections duplicated from any other application will not be considered for sponsorship funding (even where individuals in a group are applying separately for their part in the same activity). Funding requests for research activity submitted during the emergency cycle are **limited to** expenses for travel.

The following sections are **REQUIRED** unless otherwise stated. **Applications missing any components are considered incomplete and therefore ineligible for sponsorship funding**.

Cover Sheet	
☐ All sections complete	
☐ Signed and dated	
Explanation of Emergency Status	
☐ Describes the need and circumstances for emergency funding	
Explanation of Activities for CONFERENCE TRAVEL applications (1 page maximum	n)
Concise summary of the research being presented including methodology and findings	S
Identified the applicant's role in the research and presentation	
Significance of research being presented to field of study, UNLV, and community Explanation of why the project should be funded by the GPSA	
☐ Planned activities at conference	
☐ Statement of intended use of funds	
Dated copy of presentation acceptance letter	
Letter(s) of Recommendation	
☐ From supervising faculty member(s)	
Explanation of emergency status	
☐ Description of applicant's strengths	
☐ Description of quality and value of proposed research	
Itemized Budget	
☐ Itemized and organized	
☐ Detailed	
☐ Justified	
☐ Supporting documentation and cost comparisons provided for each item	

Travel Dates: May 30-June 4, 2017 American College of Sports Medicine Annual Meeting in Denver, Colorado

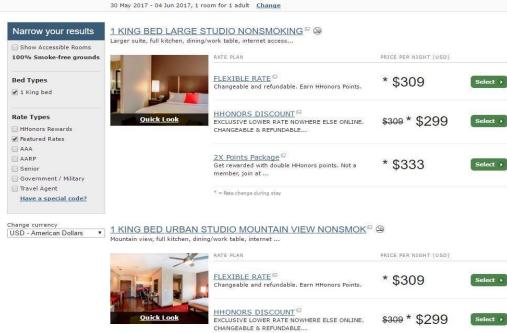
Travel Item	Description*	Unit Cost	To	tal Cost	unt Requested GSPA
		\$30/night plus \$13 in			
Lodging 1	Airbnb, solo ¹	taxes and fees	\$	43.00	\$ 43.00
		\$120/night + \$58 taxes and fees = \$538, split 2 ways =			
Lodging 2	Airbnb, with roommates ¹	\$269 ea. for 4 nights	\$	269.00	\$ 269.00
	Southwest Airlines (including				
Airfare	$$38.85 \text{ taxes and fees})^2$	\$177.90	\$	177.90	\$ 177.90
Registration	Graduate student rate ⁴	\$100.00	\$	100.00	\$ 0
Membership	ACSM Student Membership ⁵	\$20.00	\$	20.00	\$ 0
Ground					
Transportation	Denver Airport Rail ⁶	\$9 each way	\$	18.00	\$ 18.00
Abstract Submit	ACSM ⁷	Cost of submission	\$	35.00	\$ 0
Totals			\$ 6	562.90	\$ 507.90

*Notes

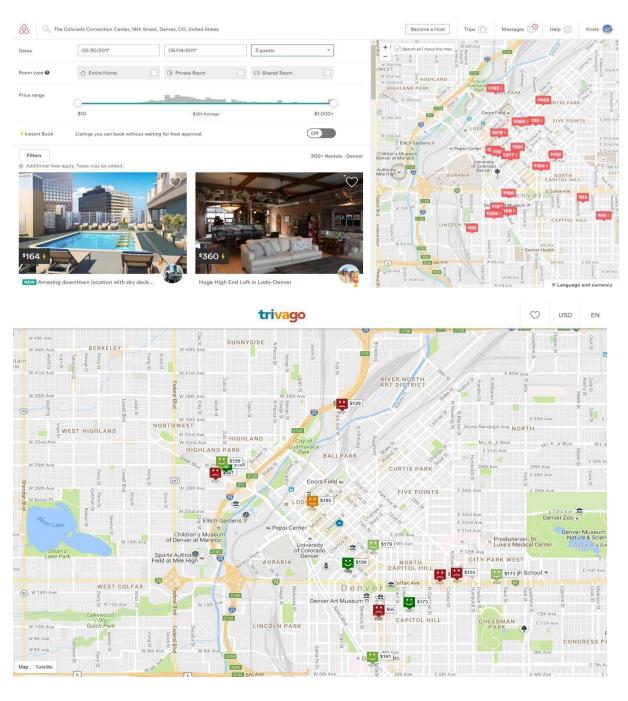
- 1: Airbnb was the cheapest option among all hotel options and conference-sponsored rooms (see supplementals 1-3). For the first night (Tuesday) I have chosen to stay in a less expensive and smaller private room by myself because my poster is to be hung by 7:30 am on Wednesday. My roommate will arrive on Wednesday, and we will share a larger space that is still cheaper than area hotels and within 1 mile from the convention center. I have paid up front for the Airbnb cost, but my roommate will be reimbursing me for half the cost. We originally had a third roommate (upon booking) but she backed out after booking. However, the price per unit for two people compared to three is still cheaper than other comparable locations, so we did not alter the reservation.
- 2: Flight was chosen as the least expensive option that arrived and departed at an appropriate time. I searched several sites (skyscanner, expedia, cheapoair, see supplemental 4) to find an average cost, and the cheapest on all the sites was around \$200. However, Southwest airlines was having a sale and I was able to purchase a round trip flight for \$177. Checking now, those flights I purchased are more expensive now than when I purchased them, so I still got the best deal. (supplemental 4-5)
- 4: Registration for the event is required. Purchased throught the Department of Kinesiology. (supplemental 7)
- 5: Required for attendance; I am accepting responsibility for these costs. (supplemental 7)
- 6: The Denver Airport Rail is the cheapest option to travel from DEN to downtown Denver, compared with Uber or a taxi, bus or shuttle (supplemental 8). It takes a bit longer, but the cost savings are worth the time. (supplemental 9)
- 7: It cost \$35 to submit my abstract. I am accepting responsibility for this cost. (supplemental 10)

Supplemental 1, Official Meeting Hotels and Regular Pricing for Chosen Hotel

Preference	HOTE		Single	Double	Triple	Quad		
	Hyatt R	legency Denver at the Convention Center (Headquarter Hotel)	\$215	\$215	\$225	\$225		
	Denver	Marriott City Center	\$204	\$204	\$224	\$244		
	Embassy Suites by Hilton Denver Downtown at the Convention Center \$1			\$189	\$209	\$229		
	Sheraton Denver Downtown Hotel Hampton Inn & Suites Denver Convention Center (Student Only) Homewood Suites Denver Convention Center (Student Only)			\$204	\$224	\$244		
				\$169	\$179	\$189		
				\$169	\$179	\$189		
	Hyatt H	louse Denver Downtown (Student Only)	\$174	\$184	\$194	\$204		
	Hyatt P	lace Denver Downtown (Student Only)	\$174	\$184	\$194	\$204		
	Magnolia Hotel (Student Only)			\$189	\$199	\$209		
HOMEWOOD SUITES BY HILTON		Homewood Suites by Hilton® Denver Downtown-Convention Center, CO 550 15th Street, Denver, Colorado, 80202, USA +1-303-534-7800 Hotel Details □ Change hotel						
		Reservation Summary						
		30 May 2017 - 04 Jun 2017, 1 room for 1 adult <u>Change</u>						
		Ī.						
Narrow you	ur results	1 KING BED LARGE STUDIO NONSMOKING Larger suite, full kitchen, dining/work table, internet access						

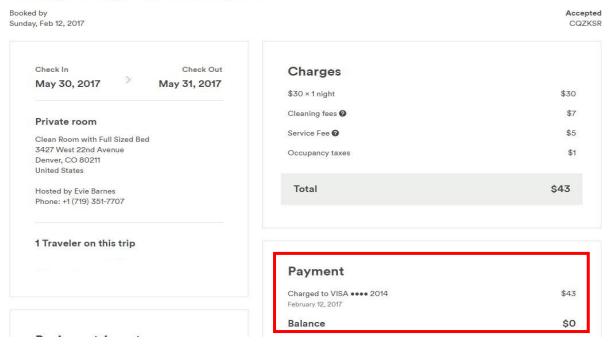


Supplemental 2, Hotel Comparisons

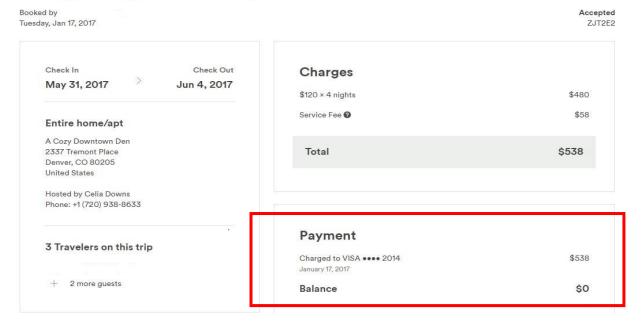


Supplemental 3, Lodging Receipts

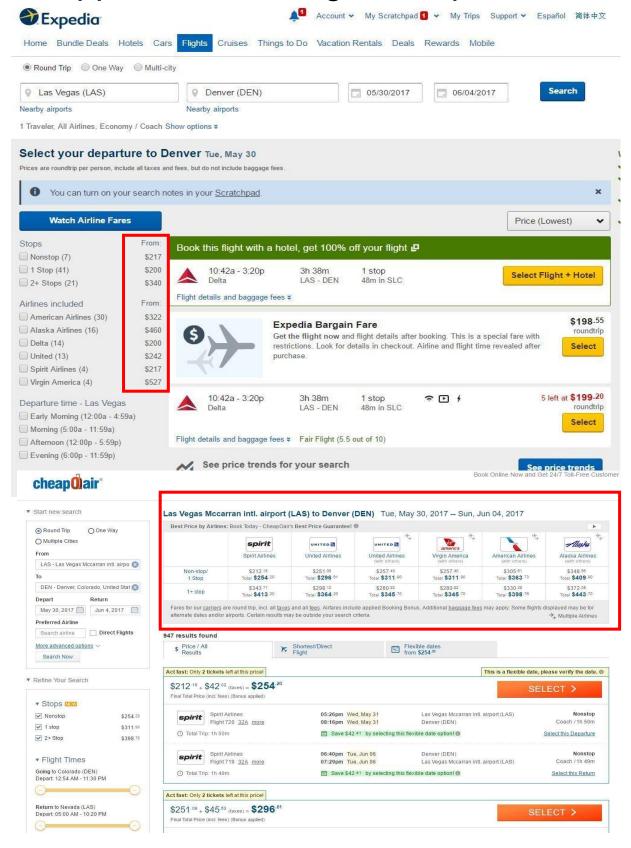
Receipt: 1 night in Denver, CO



Receipt: 4 nights in Denver, CO



Supplemental 4, Flight Comparisons



Supplemental 5, Southwest Rates and Purchase Receipt



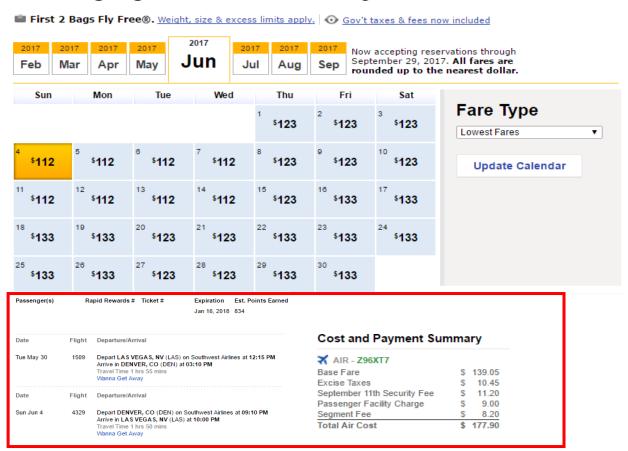
Returning Flight: Denver, CO to Las Vegas, NV

\$112

\$112

\$112

\$164



Supplemental 7, Conference Registration and ACSM Membership

American College of Sports Medicine

Order Number

Order Date 3/15/2017

Bill To

Order Total 100.00

Payment Method Mastercard ***********

Name on Card

Qty	Item	Price	Total
1	2017 Annual Meeting - When: 5/30/2017 - 6/3/2017 Where: Denver, CO	100.00	100.00
	Item Total		100.00
	Transaction Grand Total		100.00

^{*} Credits will be processed in 4-6 weeks.

Proof of student membership

Thank you for your ACSM membership dues payment. Please keep this receipt for your records.

Dues Receipt For ACSM ID #

Total \$20.00

MC *********

Payment Date 01/17/2017

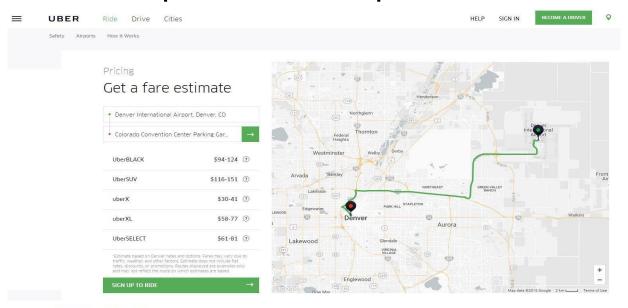
Billed To

Details:

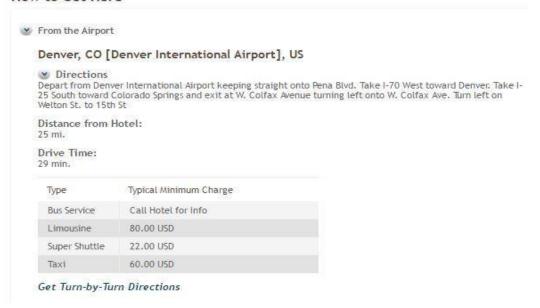
Graduate Student Dues \$20.00
Total \$20.00

Membership Department 401 W. Michigan Street Indianapolis, IN 46202 Telephone: (317) 637-9200 membership@acsm.org

Supplemental 8, Ground Transportation Comparison



How to Get Here



Supplemental 9, Rail Cost





THINGS TO DO

EVENTS

HOT

AIRPORT INFO

Denver International Airport (DEN) is a major airline hub in the United Sta consistently won readers' choice awards from publications like *Business Tra* access in public areas and a diverse array of dining a

Airport Rail | Cabs, Shuttles & Buses | Ride Sharing | Motorcoach & Tou DEN Facts

AIRPORT RAIL TO DOWNTOWN

At a cost of only \$9 each way, travelers can now take the <u>airport rail</u> from DEN to <u>Denver Union Station</u> and vice versa. The 23-mile ride takes approximately 37 minutes. The rail line serves eight total stations, including the new <u>Westin Denver International Airport Hotel</u>, connected to the airport iteself.

CABS, SHUTTLES & BUSES

Located northeast of downtown Denver, a cab or shuttle ride puts you in the heart of the city in about 25 minutes. The city's public transport system, **Regional Transportation District (RTD)**, also operates five bus routes under the frequent airport express bus service called skyRide. View more information on Denver Ground Transportation.

303-342-2200

Denver International Airport 8500 Pena Blvd Airport Office Building

Denver 80249

Visit Website