FLORIDA STATE UNIVERSITY
COLLEGE OF EDUCATION

Marvalene Hughes Awards Guidelines

1. Conference Travel Funding: Reimbursement Information

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

1.1 Conference Travel Funding Reimbursement: 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 Hughes travel allotment will not be disbursed.
- The travel reimbursement may only be used for expenses incurred by the presenter(s), such as hotel, Airbnb, conference registration fee, etc. The expenses must not be covered by other grants.
- For incurred expenses, reimbursement is released after the Hughes committee approves applications, generally in February (**see the second bullet in 1.3 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.

1.2 Before Travel: Who To Contact

- Your home department (EPLS, ELPS, 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) for you, 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.

1.3 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 for you, within 30 days of your return.
- Marvalene Hughes Conference Travel Funding is for outside conferences attended between July 2022 and June 2023. **If the outside conference attended by an applicant *precedes* the release of MARVA funds (in February 2023),** the applicants will need to pay out of pocket for expenses first. As soon as the applicants return, submit a Travel Reimbursement form (p. 12 in the travel guide) with their related travel receipts and the outside conference acceptance letter for reimbursement. All receipts must be received by June 30, 2023.

2. Robert M. Gagné Prize 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 keep an eye on your Student Business Services account so that you are aware when it is posted. The process takes approx. 2 weeks following the Marva Conference.
- 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.

3. Frequently Asked Questions (FAQs)

Conference Travel Funding

Q1: If applicants have a conference in the same week as Marva, can they still apply?
Yes. In this situation, applicants must still prepare a poster that will be displayed during the Marva conference.

Q2: If attendees have received travel support from other sources (e.g., departments, COGS) can they apply for the Conference Travel funding reimbursement?
The Conference Travel Funding is 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 apply 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.*

Q3: If attendees have funding from FSU (e.g., COGS), who will process their travel reimbursement?
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.

Q4: There are multiple authors on my presentation. Do we all need to submit separate travel applications?
A: Yes. Each team member must complete an application to be eligible for funding. You will be also asked to list each co-author in the Marvalene Hughes application. See Q5 below for more information about funding disbursement.

Q5: There are multiple authors on my presentation. Can the conference travel funding be divided among team members?
A: Yes. Only **one faculty funding of $2,000** and **one student funding of $2,000** can be awarded for the same presentation. **Disbursement of the conference travel 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.*

Q6: 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).

Q7: Are Specialized Faculty eligible for Marvalene Hughes conference travel funding and/or the Robert M. Gagné Prize?
A: Yes. If the COE-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).

Robert M. Gagné Research Prize

Q8: 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 8 collegewide finalists.* Since there are 4 departments in the COE, 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.

Q9: Can I submit multiple applications for the Robert M. Gagné Research Prize?
A: Yes. Submission of multiple applications is acceptable. 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.

Q10: 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.

Q11: 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.*

Q12: 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.