



Hughes Application Instructions

Eligibility is limited to individuals that will make a presentation at a peer conference between July 1 and June 30. To receive Hughes travel funding or to accept the competitive prize, students must present a poster, or, if selected by the committee, a paper talk at the conference. For students who want to participate for the experience, but do not need travel funding, the committee may include you as space and budget constraints allow. In February, travel funding is disbursed.

If you are requesting travel funds to present your research, then you must complete the application and include the conference/meeting information at least two weeks before traveling. Prior to traveling, notify the department travel representative in your home department and your faculty advisor. Please follow any additional guidelines your department representative may have for submitting travel authorization forms. Incomplete applications will not be reviewed. A complete application includes the following elements (please prepare the required documents before beginning the application):

- Complete all required fields on the SharePoint application form (including approximate conference dates and location)
- In the text box, include a brief 150-word maximum abstract of the research to be presented, as well as key words describing your research
- A more formal structured abstract (attachment) is only required of those (faculty and students) seeking consideration for the Robert Gagné Research Prize
- Abstract guidelines may be found on the college website
- Prior to traveling and expending conference travel funds, a regional/national/international conference acceptance letter is required. An acceptance letter indicating the presentation was accepted based on peer review of a proposal (or, for faculty only, a letter of invitation to give, for example, an unremunerated keynote address). We understand that the peer reviewed conference acceptance letter may be pending at the time of application. Present the conference acceptance along with your receipts to the travel representative in your home department
- Multiple applications are allowed, however, only one application will receive travel funding

Technical Assistance for Completing the SharePoint Form

SharePoint requires the user to log in. In most cases, you can use your Canvas user name and password. If this does not work, students remove "my" from your email address. Instead, try the FSU e-mail address either "@fsu.edu" or "@admin.fsu.edu" as your username. For the password, use your Canvas password. Your computer may ask for your username and password again. If it does, be sure to enter the domain "fsu/" followed by your username, then enter your password again.

Within the form, remember the phone number only accepts digits. DO NOT ENTER DASHES OR OTHER PUNCTUATION WITH THE PHONE NUMBER.

If you cannot log in or if you need technical assistance, please contact Dr. Russ Walker via [e-mail](#) or at (850) 645-9521. For added convenience and personal assistance, a workstation will be available in the Office of Research, Stone Building – Suite 1211 (across from the ELPS department).

The "Fine Print"

- Submission of multiple applications is acceptable; however, only one application will be considered for travel funding;
- Graduate students who are affiliated with the College of Education and making a refereed (peer reviewed) research presentation at a state, regional, national, or international meeting/conference outside of the Tallahassee, FL area are eligible for the award
- COE faculty who are making a refereed (peer reviewed) or invited research presentation at a national or international meeting/conference outside of the Tallahassee, FL, area are eligible for the award;
- Only the actual presenter(s) are eligible for the award;
- Only one full faculty award and one full student award will be allotted to the same paper;
- If more than one FSU COE faculty member is presenting on the same paper, the faculty members must split the award;
- If more than one FSU COE graduate student is presenting on the same paper, the students must split the award;
- FUNDING VARIES EACH YEAR. There may be tiered funding based on factors such as distance of travel, international/national/regional scope of the conference, and type of presentation (paper/poster). The Hughes committee and the Dean are committed to trying to provide at least \$200 for each eligible graduate student applicant and \$600 for each faculty member. THESE FIGURES ARE ESTIMATES AND THE ACTUAL AWARD AMOUNT MAY VARY;
- Do not miss important deadlines! To be eligible for a travel expense award from the Hughes Conference, you must complete the required information on the application form at least two weeks before travel;
- Travel: For incurred expenses, travel funding is released after the Hughes committee approves applications for funding, generally during February. Please save all receipts and a copy of the conference brochure in which you are named as a presenter. To be eligible to receive your reimbursement, you must present these documents to your department travel representative within 30 days of your return;
- The travel funding may only be used for expenses the presenter(s) incurs that are not covered by other sources, such as grants;
- There is no cash value associated with conference travel funding. Any unused portion of the Hughes travel funding will not be disbursed.

Robert M. Gagné Research Prize Details/Directions

This is a cash prize. The faculty prize is \$1,000 and the graduate student prize is \$1,000. Faculty may receive a cash payout, less applicable taxes, or may opt to spend the prize money on travel, materials, and other research related activities. Student prizes are awarded through financial aid. The names of the winners will be added to a plaque in the Dean's office.

Finalists are selected by department. The home department determines the blind evaluation criteria and nominates one faculty member and one graduate student. Winners are determined by the Hughes Committee. There is one college-wide winner for each category, one faculty and one graduate student.

You must be the first author on the presentation to be considered for the prize. Eligibility for the Gagné Research Prize is reserved for the first author (i.e., one individual. No co-authors or co-presenters are allowed to compete for the prize money.) NOTE: previous winners are not eligible for the prize in consecutive years.