



## CORE Application Instructions

The research presentation under consideration must be made at a recognized peer conference between July 1 and June 30. To be eligible to receive travel expenses or the prize, you must also present a poster, or, if selected by the committee, a paper talk at the CORE conference. For those who do not want to be considered for a research prize or a travel expense award, the CORE committee may include the proposed presentation in the CORE conference as space and budget constraints allow.

If you are requesting travel funds to present your research, then you must complete the personal identifying information and the conference/meeting information at least two weeks prior to traveling. Prior to traveling, notify your faculty advisor, if applicable to your situation, and/or the department travel representative. Please follow any additional guidelines your department representative may have for submitting travel authorization forms.

An application will not be reviewed for travel expenses, research prize or CORE presentation unless it is complete. A complete application includes the following elements (please prepare the required documents before going online to upload them):

- All required fields on the SharePoint application form completed (including approximate conference dates and location).
- A 150-word maximum abstract of the research to be presented, as well as key words describing your research.
- Only those CORE applicants (faculty and students) seeking consideration for the Robert M. Gagné Research Prize should submit a structured abstract. Abstract guidelines may be found on the CORE website. Only one paper will be considered by the CORE committee each year.
- 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 this application. Prior to traveling and prior to receiving CORE funding, an acceptance letter must be submitted with the application.
- Multiple applications are allowed but only one application will be considered for CORE travel or CORE award.

You may save your application and complete it later, just be sure to check the box indicating when it is complete and ready for review!

### **Technical Assistance for Completing the SharePoint Form**

SharePoint requires the user to log in. In most cases, you can use your Blackboard/Canvas user name and password. If this does not work, try the FSU e-mail address either “@fsu.edu” or “@admin.fsu.edu” as your username. For the password, use your Blackboard/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. The form should open

this time. 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 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 funding to one conference each year.
- Graduate students who are 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.
- 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 CORE committee and the Dean are committed to trying to provide at least \$250 for each eligible graduate student applicant and \$750 for each faculty member. THESE FIGURES ARE ESTIMATES AND DO NOT REFLECT THE ACTUAL AWARD AMOUNT WHICH MAY VARY.
- Do not miss important deadlines! To be eligible for a travel expense award from CORE, you must complete the personal identifying information and the conference/meeting information on the SharePoint application form at least two weeks before travel.
- Travel: For incurred expenses, awards are allocated after both the travel occurs and the CORE committee approves applications for funding in 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 award can only be used for expenses the presenter(s) incurs that are not covered by other sources, such as grants.
- There is no cash value to the travel award. Any unused portion of the award will not be disbursed.

## **Robert M. Gagné Research Prize Details/Directions**

This is a cash award. The faculty prize will be for \$1,000 and the graduate prize for \$1,000 to be spent on travel, materials, and other research related activities. The names of the winners will be added to the plaques in the Dean's office.

Department sub-committees will decide on their own evaluation criteria and nominate one faculty member and one graduate student from their department. From the department nominees, the CORE committee will then select the 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.)