

Department Conference Travel Funding Guide AY2024-25

Conference travel funding awards procedure

The Psychology Research Committee (PRC) met and prioritized, among various possible RSCA activities, funding faculty to attend professional conferences and a limited number of student grants.

Faculty Conference Funding

Funding is available for tenured/tenure-track faculty and lecturer (in proportion to their appointment) for conference attendance. The amount of funding per faculty for AY2024-25 will be determined shortly but is typically in the range of \$1000 - 1500.

To be eligible for PRC funding, faculty should make an effort to seek out external funding:

- Those with start-up funds should use those accounts to fund conference attendance before requesting funds from the PRC.
- Others should use the [COSS Professional Development and Research Funding](#) available to them (both lecturers and TT faculty are eligible).
- If additional funding is needed, please apply for PRC funding.

Department PRC Funding

To apply, please email me the following::

- conference acceptance email/notification as an attachment
- current conference agenda or past conference agenda if current not available yet

Faculty Travel Authorization and Reimbursement

Please work with Nha-Nghi to complete the following before and after travel to the conference.

Travel authorization. Submit travel requests through [FTS](#) at least 30 days for domestic travel and at least 60 days for international travel before travel. Include as attachments in FTS:

1. conference acceptance email/notification as an attachment
2. current conference agenda or past conference agenda if current not available yet

Travel Reimbursement. Please contact Nha-Nghi **before** you travel to go over reimbursement procedures.

Student Conference Funding

SJSU

[SJSU Graduate Student Travel Award](#)

The Graduate Student Travel Award is currently closed for travel for the rest of the fiscal year. We are accepting applications for travel in June 2024 and beyond.

Psychology (undergraduate, graduate, alumni)

The Psychology Department will support student conference registration to present research while funding is available. Each travel award is for **\$500**. For multiple-author presentations, only the presenting student author is eligible for funding. Alumni presenting research conducted at San Jose

State University may be considered for funding. Students presenting at prestigious national/international conferences may be awarded an additional amount pending availability of funds

Students can complete the following form to apply for funding: [Student Travel Award Application](#)
After securing funding, please work with Nha-Nghi for at least 30 days for domestic travel and at least 60 days for international travel before the conference to complete your travel request and to learn about reimbursement procedures.

Please review the [Student Travel Guide](#) with your advisor before you travel to the conference.