

Spring 3-23-2015

CPGP SOPs 2014-2015

Abdool Aziz

University of South Florida, Student Government Senate, aaziz2@usf.edu

Follow this and additional works at: http://scholarcommons.usf.edu/sg_leg_pubs



Part of the [Higher Education Commons](#), and the [Higher Education Administration Commons](#)

Scholar Commons Citation

Aziz, Abdool, "CPGP SOPs 2014-2015" (2015). *Legislative Branch Publications*. Paper 700.
http://scholarcommons.usf.edu/sg_leg_pubs/700

This Senate Governing Document is brought to you for free and open access by the Student Government at Scholar Commons. It has been accepted for inclusion in Legislative Branch Publications by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.



Standard Operating Procedure The University of South Florida Conference Presentation Grant Program

1. Conforming to Governing Documents

1.1. The Standard Operating Procedure of the Conference Presentation Grant Program shall not conflict with:

1.1.1. Local, State, and/or Federal Law

1.1.2. Student Government governing documents which include, but not limited to:

1.1.2.1. Student Body Constitution

1.1.2.2. Student Government Statutes

1.1.2.3. Student Senate Rules of Procedure

1.2. The Conference Presentation Grant Program cannot discriminate on the basis of race, creed, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, personal wealth, or any combination thereof.

2. Definitions of Terms

2.1. For the purposes of this document the following terms shall be defined as:

2.1.1. University Entity – Any funding source through the University of South Florida other than the Student Government at the University of South Florida Tampa Campus.

3. Qualifications for Funding

3.1. You must be a registered USF student both at the time you complete the Grant Application form and at the time you travel to your conference.

3.2. Students traveling during the summer semester that are not enrolled in classes during the summer semester must have been enrolled for both the previous spring semester and the following fall semester.

- 3.2.1. If a student does not remain enrolled in classes during the following fall semester, they will be required to reimburse Student Government for the expended funds.
- 3.3. The student must be presenting or otherwise actively participating at a conference.
 - 3.3.1. Active participation means more than just attendance, and includes presentation of university level scholarly papers, research abstracts, creative endeavors and performances (such as original poetry readings, art exhibitions, musical and theatrical performances).
 - 3.3.1.1. Does not include assisting with physical setup or supervision of a conference, or participation as a judge, reviewer, or facilitator.
 - 3.3.2. For clarification contact Student Affairs Travel Office by phone at (813) 974-7100 or by e-mail at SASSC-travel@usf.edu.
- 3.4. The student must provide the following documents before travel to be considered for funding:
 - 3.4.1. CPGP Application
 - 3.4.2. Copy of acceptance letter from conference or program (must show the student's name as a presenter)
- 3.5. The student must provide the following documents post-travel for reimbursement:
 - 3.5.1. Copy of all receipts
 - 3.5.2. Copy of the conference program (must show the student's name as a presenter).
- 3.6. Application timeline
 - 3.6.1. All applications must be received by the Student Affairs Travel Office at least fourteen (14) days prior to your departure. Applications received less than fourteen (14) days before the departure will not be considered.
 - 3.6.1.1. Only typed applications will be accepted.
 - 3.6.1.2. The application must be signed and accompanied by the required documentation.
 - 3.6.1.3. Applications submitted after travel has commenced will not be accepted.
- 3.7. In the event of any ambiguities in an applicant's qualifications or in regard to any applicant's eligibility, the Director of the Travel Office shall notify the Senate President and SGATO advisor of the issue and await their clarification and approval before proceeding.
- 3.8. Bookings must be made with Orbitz for Business.

4. Award Guidelines

- 4.1. Students traveling within the state of Florida may be awarded a Conference Presentation Grant up to a maximum of \$250 per fiscal year.
- 4.2. Students traveling within the United States except in the state of Florida may be awarded a Conference Presentation Grant for a maximum of \$500.
- 4.3. No domestic traveler may be awarded more than \$500 per fiscal year.
- 4.4. Students traveling outside the United States may be awarded up to an additional \$250 once per year to offset the cost of international travel. No international traveler may be awarded more than \$750 per fiscal year.

5. Limitations

- 5.1. All Grant allocations from the Conference Presentation Grant Program shall be limited by the following percentages:
 - 5.1.1. No more than 50% of the CPGP account may be used for the time period of July 1st – December 31st (Fall).
 - 5.1.2. The remainder of the account may be used for the time period of January 1st – June 30th (Spring).
- 5.2. Students shall not be awarded a Conference Presentation Grant if they are funded by another University Entity.