

## **Student Financial Support for Educational Initiatives Policy and Request Form Process**

### **Purpose**

Penn Nursing has limited funding to support student participation in educational, research and professional activities related to nursing. Funding may defray costs associated with travel to conferences and off-site workshops and/or meetings, conference registration fees and printing costs for posters when the requestor is presenting. Students should request funding through this form at least 90 days prior to travel. For sponsorships of student-led initiatives and programming, please see this first section for guidance.

### **Event/Program Sponsorships**

Diversity and Inclusivity is a core value of the University of Pennsylvania and Penn Nursing. As such, we seek to sponsor student-led initiatives and programming that is related to the field of nursing and is geared towards bringing people with different perspectives and life experiences together.

Please email your request to [studentsupport@nursing.upenn.edu](mailto:studentsupport@nursing.upenn.edu)

The request must include the following:

- Student requesting the sponsorship
- Dollar amount of request
- Description of the program/event (up to 100 words)
- List any funding requests placed with other organizations

### **Student Travel**

#### **Eligibility and Terms:**

Any student enrolled in the School of Nursing who is involved in educational, research and professional activities is eligible to apply for financial assistance. Funds must be requested prior to the travel, conference or printing taking place. Candidates must meet the following criteria:

- Good academic and financial standing
- Scholarly work accepted for presentation by conference committee

Eligibility will also be determined based on the applicant's access to other funding sources, e.g.. Center funding, principal investigator grant funds, GAPSA, DSO, and GSO. Those students who do not have available funding from non-School of Nursing sources and have not been funded by any School of Nursing sources in the past two (2) years will receive preference. Please seek funding from non-School of Nursing sources first so you may include that information on the online form.

#### **Maximum amount of a single award:**

For transportation, lodging, conference registration: Up to \$1000 (total)

For other funding activities/printing: Up to \$100

Limit on requests: One application per student per fiscal year (July 1 – June 30). Awards will be based on the

availability of funds. For group poster presentations, a maximum of four (4) students will be funded.

If funding is approved, students will submit receipts for all qualifying expenses through Concur (online) and will be reimbursed upon completion of the conference/meeting or educational activity.

Please keep all travel receipts and adhere to the University's travel policy by submitting within one week of travel to ensure that you are reimbursed for your expenses.

## **Apply for Funding**

All students requesting financial support to present research related activities (poster or podium presentation) or travel expenses to present at a conference are **required** to complete an online application. **ONLY completed** online requests will be considered.

### ***Please note:***

*If you are funded through a grant, your funding should be utilized first and your estimated budget should be reflective of this and noted in your justification. If you have requested funding from other sources including School of Nursing sources, please indicate them on your online form as well. Failure to disclose will invalidate your request.*

Completed applications **must** include the following:

- All required information filled out and submitted using the [online form](#).
- Proof of acceptance letter (from the requested meeting) uploaded to the online form submission. Official acceptance may be in the form of: an official letter from the conference, an email confirmation or a conference brochure listing the applicant's name and contribution(s).
- Clear and concise (200 words or less) justification as to why this funding is needed and costs of transportation including (a) the relevance of the conference for the applicant's academic progress and/or career, and (b) the applicant's efforts to reduce costs.
- Disclosure of other requests for funding.

If additional information is needed in order to make a determination, the student will be asked to revise their online form and upload additional information.

If funding is available, the student should expect an online communication within 7-10 business days with the total amount of funding and the breakdown from each funding source(s). Requests that are submitted later than the time allotted may be denied.

## **Financial Support Reimbursement:**

Financial Support funds are distributed through a reimbursement process. Following the event, students must submit a completed reimbursement request through the University of Pennsylvania Travel Concur System. **The request for reimbursement must be completed within one (1) week of the student's return.** If not, the student will risk denial of financial reimbursement.

***Always put in the full amount that is listed on the receipt. How to itemize a receipt:*** [http://cms.business-services.upenn.edu/penntavel/images/stories/NUI-TEM\\_Training/cncrtr%20-%20itemize%20an%20expense%20-%20nui.pdf](http://cms.business-services.upenn.edu/penntavel/images/stories/NUI-TEM_Training/cncrtr%20-%20itemize%20an%20expense%20-%20nui.pdf)

A detailed description of the reimbursement process can be found at the following link:  
[http://www.finance.upenn.edu/vpfinance/fpm/2350/2350\\_pdf/2354.pdf](http://www.finance.upenn.edu/vpfinance/fpm/2350/2350_pdf/2354.pdf)

## **Tax Implications Statement:**

If you are approved for and accept funding, there may be personal tax implications.

For more information: <http://www.finance.upenn.edu/comptroller/tax/prizes.shtml>

The School of Nursing will make the determination of whether the payment falls under the category of “travel by a student, the purpose of which is to benefit Penn.” In this situation, we will affirm our decision to fund this travel, documenting our position in Concur with the following language:

***The student’s participation in this activity benefits Penn and Penn Nursing by enhancing the reach, presence, and prestige of the University and School.***