

EDP Student Travel & Poster Policy
FY 2024 (Fiscal Year: July 1, 2023—June 30, 2024)

Travel Policy

EDP students can apply for research travel and poster expenses to association/society-based research conferences. **EDP students will be reimbursed up to \$600 for research travel.**

Application:

Requests for travel support should be submitted via the EDP Student Travel Expense Request Form* via <https://forms.gle/4HXZFzbn3pJBZyN9>

**Please note that you must have a google account (a Gmail address) in order to submit a Request, as the Form requires you to upload documentation.*

Application Deadline: Funds are limited, on first-come, first-served basis, and once funds are exhausted for this fiscal year, the next opportunity to obtain funding will be during the subsequent fiscal year.

Funding Prioritization: The funds EDP allocates for research travel are for EDP student professional growth. Though EDP faculty value the opportunities that attending conferences provides students in the development of a professional identity, unfortunately, we have a finite amount of funding and must, therefore, carefully consider how funds are awarded. The criteria below are EDP faculty prioritization of research travel fund support.

1. Are you the first student-author on the peer-reviewed project (i.e., poster presentation, paper presentation) submitted to an association/society-based research conference? You would be eligible to apply for funds (up to \$600).
2. Are you seeking to attend a professional workshop relevant to dissertation/thesis research? You would be eligible to apply for funds (up to \$500)
3. Are not yet a project author, but seeking networking opportunities at a research conference? You are eligible to apply for funds (up to \$400).

At the completion of conference travel, please submit all materials (e.g., travel receipts, conference registration, etc.) in PDF format to the EDP Departmental Success Specialist Ms. Phyllis Mosman for reimbursement (p.mosman@uky.edu). You can only be reimbursed for expenses for which you submit proof of expense.

Questions: Please email the current department chair (laurie.mccubbin@uky.edu)

Poster Policy

Each year students have posters printed for presentations at conferences, etc. The department will continue to pay for **1 poster a year**, not to exceed \$80.

Students will be responsible for costs exceeding \$80. Below, you will see the prices for standard poster sizes required for most conferences.

36x48-\$66.00 Matte 36x48-\$78.00 Semi-Gloss

36x56-\$77.00 Matte

The Poster PDF file must be submitted to EDP Department Success Specialist, Ms. Phyllis Mosman (p.mosman@uky.edu) **at least 5 business days before** the student wishes to pick it up from the Ricoh Office in the Core 3 office in the basement of W.T. Young Library.

Any poster submitted within 5 business days of the needed pick-up date cannot be processed and the student should instead prepare to get the poster printed at their own expense via another provider, such as Spoonflower (<https://www.spoonflower.com/presentation-posters>).

Students are **responsible for making sure their posters are the correct size** they would like printed; reprints due to submission of incorrect poster size are not permitted. If you use PowerPoint, students must set the size under the design tab/customize tab inside the program and save it as a PDF; please note that right-clicking on their file will make it revert to 7x10.

When emailing the poster PDF file to Phyllis, make sure to tell her whether you wish to have the poster printed on matte or semi-gloss. If you do not indicate a preference, Phyllis will tell Ricoh to print on matte. Phyllis will also submit a payment request through the COE finance team and will send along the file to Ricoh (ukcopycenter@gmail.com) for printing. **Phyllis will contact you via email** when the poster is ready to be picked up by the student from the Ricoh Office.