



The Congress of Graduate Students (COGS)

Orientation Presentation



COGS Website

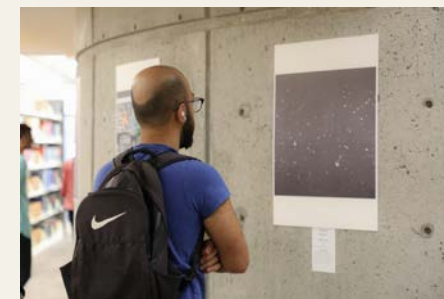


The Work of COGS



Our RSOs

COGS funds
~100 RSOs!!!



Advocating for Graduate Students

- I. Removing barriers for Veterans
- II. Serving on University Committees
- III. Campus Outreach
- IV. Student Advocacy



Introductions - Meet the COGS Executive Board



Steven Medarev
Speaker
SGA-COGSSpeaker@fsu.edu



Joseph Serrone
Deputy Speaker, Finance
SGA-COGSFinance@fsu.edu



DaSean Stokes
Deputy Speaker, Advocacy
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Nicholette Lanane
Deputy Speaker, Judicial Affairs
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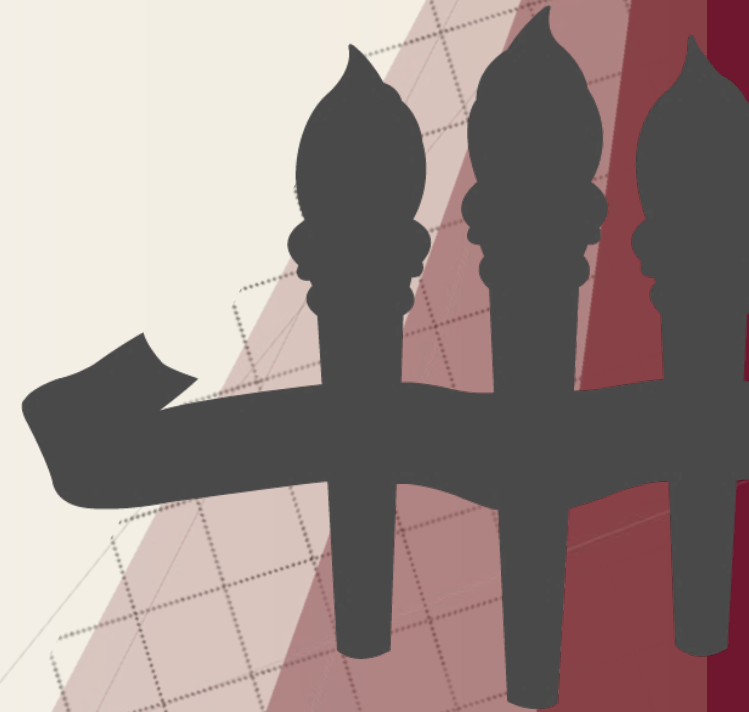
Claire Cappel
Deputy Speaker, Communications
SGA-COGS-Communications@fsu.edu



Conference Grants

What are COGS Conference Grants?

- ❖ Financial support for graduate students so they can attend conferences, present research, and represent Florida State University to the national and international academic community.
- ❖ There are two different types of grants you can apply for:
(1) Attendance or (2) Presentation Grants
- ❖ These grants are made available on a first come first serve basis, which means that you may not get your application approved if funding has run out for time period you applied during.
- ❖ All requests must be submitted 15 business days prior to travel but funds are disbursed as a reimbursement to students who completes all requirements.



Funding Timeline

Funding periods:

July 1st - October 31st

November 1st - February 29th

March 1st - June 30th

Earliest time you can apply:

June 1st

October 1st

February 1st

How much can I get?

Attendance Grants:

Any location more than 100 miles from Florida State University: **\$200**

Presentation Grants:

Outside U.S. (foreign countries not including Alaska, Hawaii): **\$700**

Within the U.S. (>100 miles from Florida State University): **\$350**

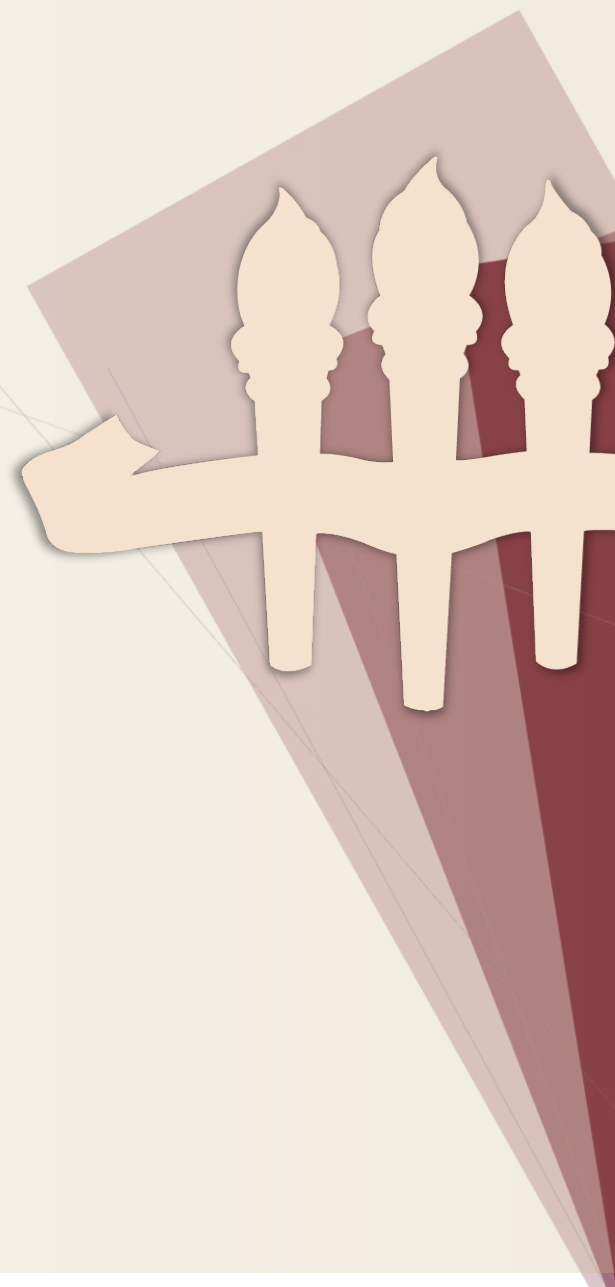
Combined Grant:

One Conference You Are Presenting At For the Whole Year: **\$525**

The maximum awarded amount in travel grants for any given student is

\$700 in any single fiscal year.

You are limited to 2 grants per fiscal year.



What do I need for the grant application?

Attendance:

Conference registration form with billing information that lists you as a registrant

Presentation:

Conference registration form with billing information that lists you as a registrant

A copy of a preliminary program showing your presentation schedule or acceptance letter which names YOU specifically as the primary presenter.

Application platform : <https://fsu-sgacogs.smapply.us/prog/>

INVOICE/RECEIPT

Southern Association for College Student
Affairs



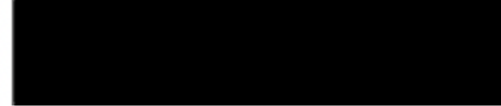
Clemson,

10/5/2023
Invoice No.: 200004396
Tax ID: 56-1641039
Due on receipt

Bill To:



Mail Check To:



PAID

Qty	Description	Price	Totals
1	2023 Student Registration - Joshua Burns	\$220.00	\$220.00
Sub-Total			\$220.00
Total			\$220.00

Payments/Adjustments

Qty	Description	Price	Totals
1		(\$220.00)	(\$220.00)
Total Payments/Adjustments			(\$220.00)
Balance Due			\$0.00

Example of what can be submitted for proof of
conference registration confirmation

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SACSA 2023 Annual Conference Proposal Notification

Inbox x



to me ▼

Fri, Aug 18, 10:00 PM



Joshua Burns -

Congratulations! I am pleased to inform you that your poster proposal, *Caring More for Our First-Year, First-Generation and Low-Income Students: Perceptions of Barriers and Transitional Success*, is accepted for SACSA's 2023 Annual Conference with NASPA Region III! We are happy to support this important work that, we believe, will benefit our region. Thank you for your submission!

As a reminder, SACSA's Annual Conference is November 4 - 6 in the vibrant and dynamic city of Atlanta, Georgia. Please let us know if you plan to attend and participate by following this [link](#). Your unique program ID code is **ATLP3**. **The deadline to accept your invitation to present is Friday, September 29th at 5:00 pm CST.**

The coordinating presenter must be registered to attend the conference. Register for SACSA at <https://www.sacsa.org/page/ConferenceRegistration>. Please adhere to the standard poster size - 48" x 36" with horizontal orientation. If you have any questions, please do not hesitate to reach out to me at [REDACTED]

Again, congratulations on your poster proposal acceptance. We look forward to seeing you in ATL!

[REDACTED]
SACSA Poster Session Chair

Example of what can be submitted for
proof of an acceptance letter

What needs to be included for an international conference?

The additional requirement if you are traveling internationally for a conference is to **upload approval of your international travel**.

This requires you to plan ahead as this process must be completed at least **4 to 6 weeks** prior to any proposed travel date and/or before making any financial commitments.

For more information on the policies FSU has visit:

<https://global.fsu.edu/travel-policy/student-travel-policy>

Reminder: International travel is outside the continental U.S. (foreign countries not including Alaska/Hawaii)

Subject: Your trip was APPROVED
Date: Monday, July 24, 2023 at 7:12:47 AM Mountain Daylight Saving Time
From: TravelRegistry Notification <alerts@alerttraveler.com>
To: [REDACTED]
Attachments: AlertTravelerLogo.png

This email is automated from FSU's Travel Registry system through Terra Dotta. If you feel you have recieved this in error, please contact Ms. Ashley Krutz, Director of International Travel, Safety, and Risk in the Office of the Provost. Email: akrutz@fsu.edu or call 850-645-2176.

The following trip was **APPROVED**.

Trip details

Trip Name: MESA - Montreal, Canada
Description: Middle East Studies Association (MESA) Annual Conference
Reasons: FSU student attending a conference/presentation
Dates: 2023-11-02 to 2023-11-05

Destinations

2023-11-02 - 2023-11-05 - Montreal, Quebec, Canada

To see your trip click [HERE](#) and login to your account.

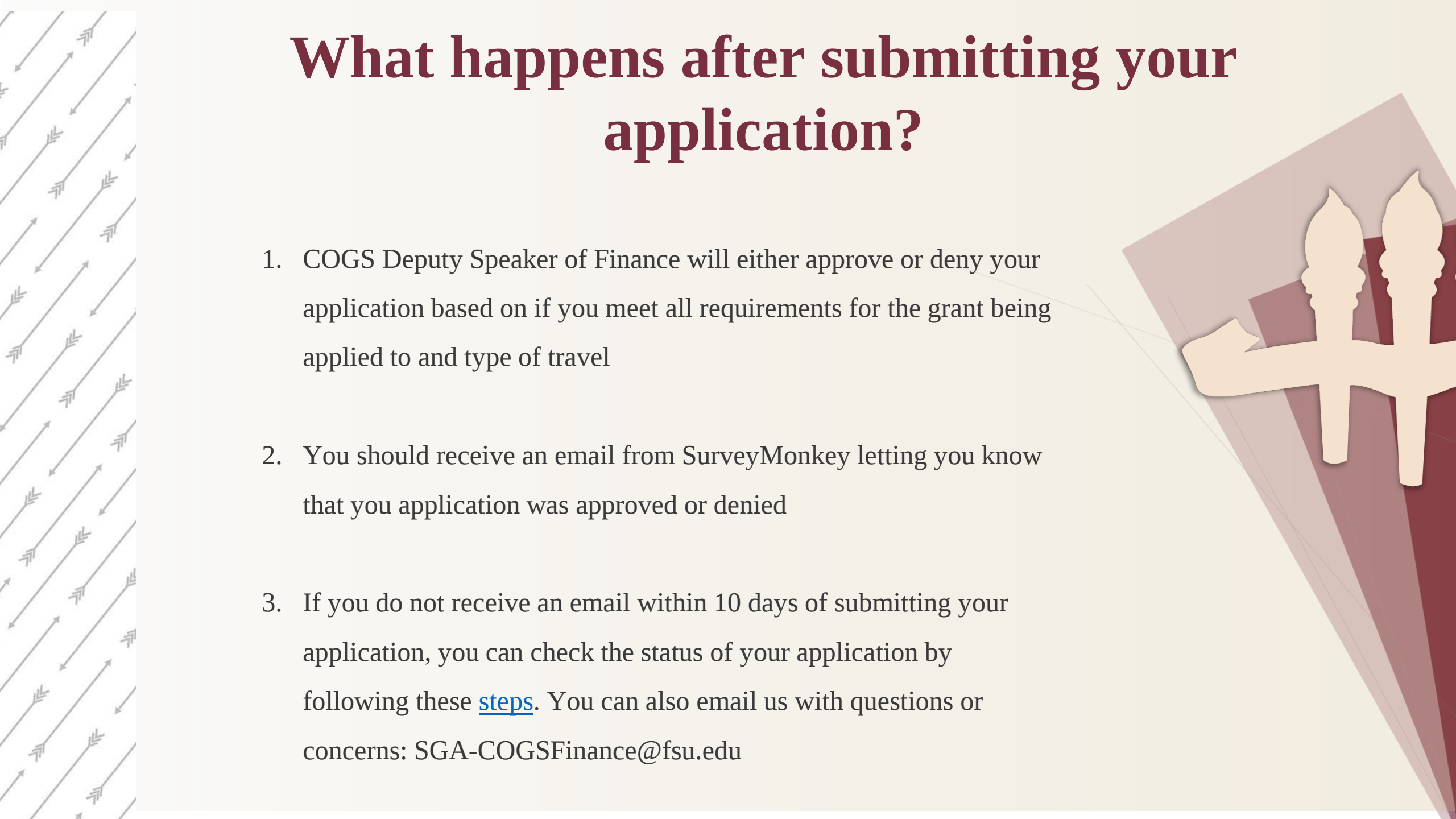
DO NOT REPLY TO THIS EMAIL



AlertTraveler

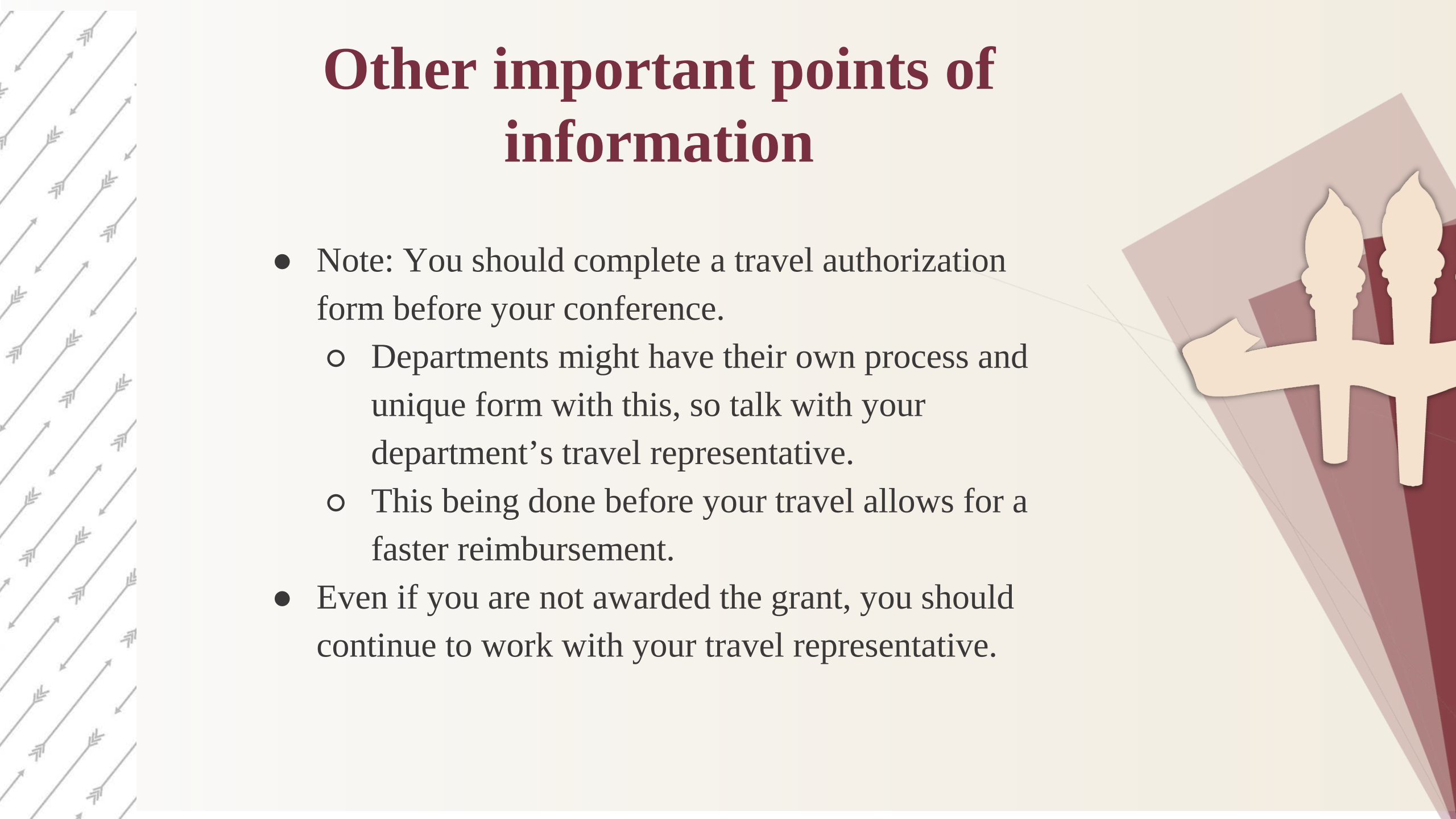
What happens after submitting your application?

1. COGS Deputy Speaker of Finance will either approve or deny your application based on if you meet all requirements for the grant being applied to and type of travel
2. You should receive an email from SurveyMonkey letting you know that your application was approved or denied
3. If you do not receive an email within 10 days of submitting your application, you can check the status of your application by following these [steps](#). You can also email us with questions or concerns: SGA-COGSFinance@fsu.edu

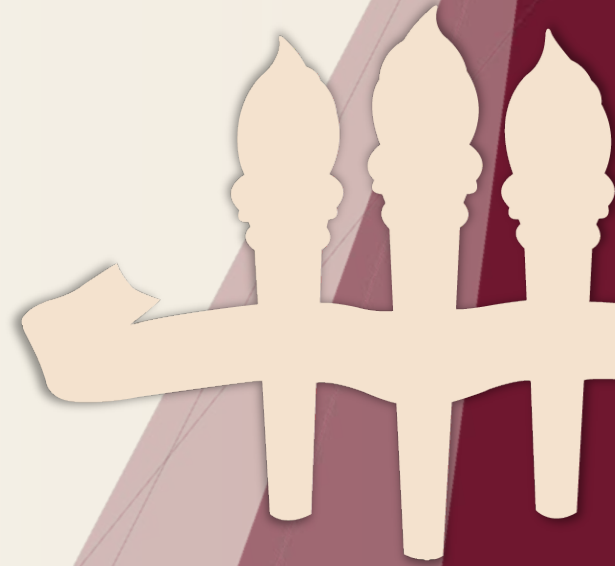


Other important points of information

- Note: You should complete a travel authorization form before your conference.
 - Departments might have their own process and unique form with this, so talk with your department's travel representative.
 - This being done before your travel allows for a faster reimbursement.
- Even if you are not awarded the grant, you should continue to work with your travel representative.



So you are
approved,
now what?

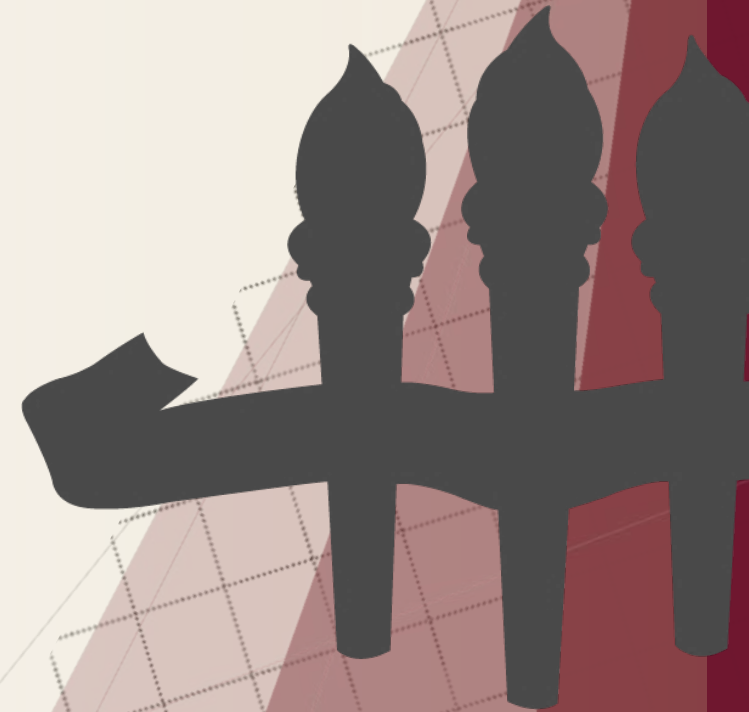


After approval

No longer need to communicate with COGS

- Save all receipts from your travel
- Receipts must include: Date of Purchase Reprinted vendor name and address Billing information Details (Showing approved student receiving the grant as the payee)

Expenses that Can Be Reimbursed: Conference Registration Fees, Hotel/Lodging, Airfare, Map Mileage (if personal vehicle was used), Ground Transportation (Uber, Lyft, Taxi, etc) Parking Fees, Baggage Fees, Rental Car Fees (Please speak with your travel representative prior to reserving).



After approval

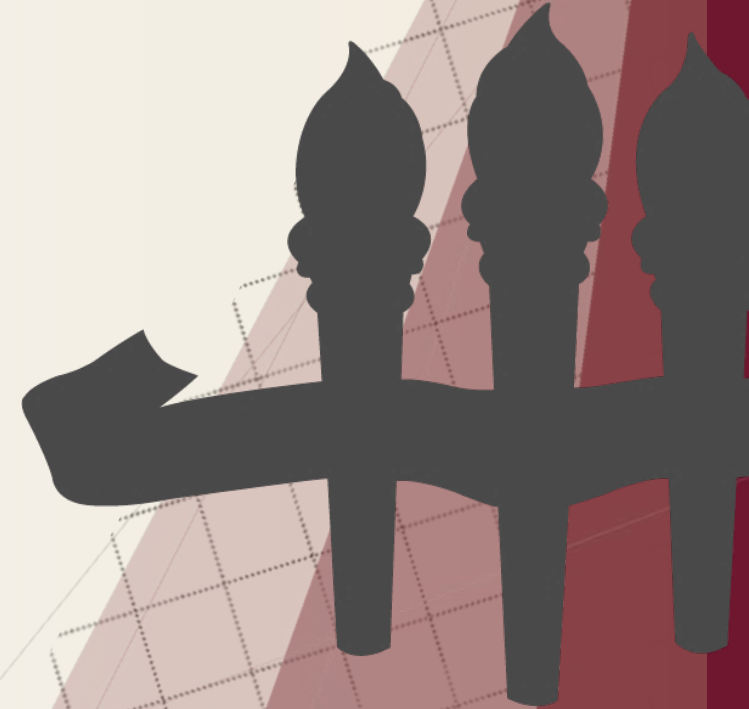
Within 30 days of coming back, work with your department's travel representative to build an expense report through Concur

- You will send them the approval from COGS
- Receipts
- Program from conference

How do you know who your travel representative is?

- Usually have the title of administrative assistant/associate
- Handle travel for all faculty, staff, and students in your department, so ask others

Reach out to us if they need the budget code for the attendance or presentation grant



Graduate Student Resource Center Grant Opportunity

- The GSRC has a grant program for doctoral students.
- Doctoral candidates can receive one grant per year, up to \$1,000.
- For more details, please go to <https://provost.fsu.edu/gsrc/travel-grants>

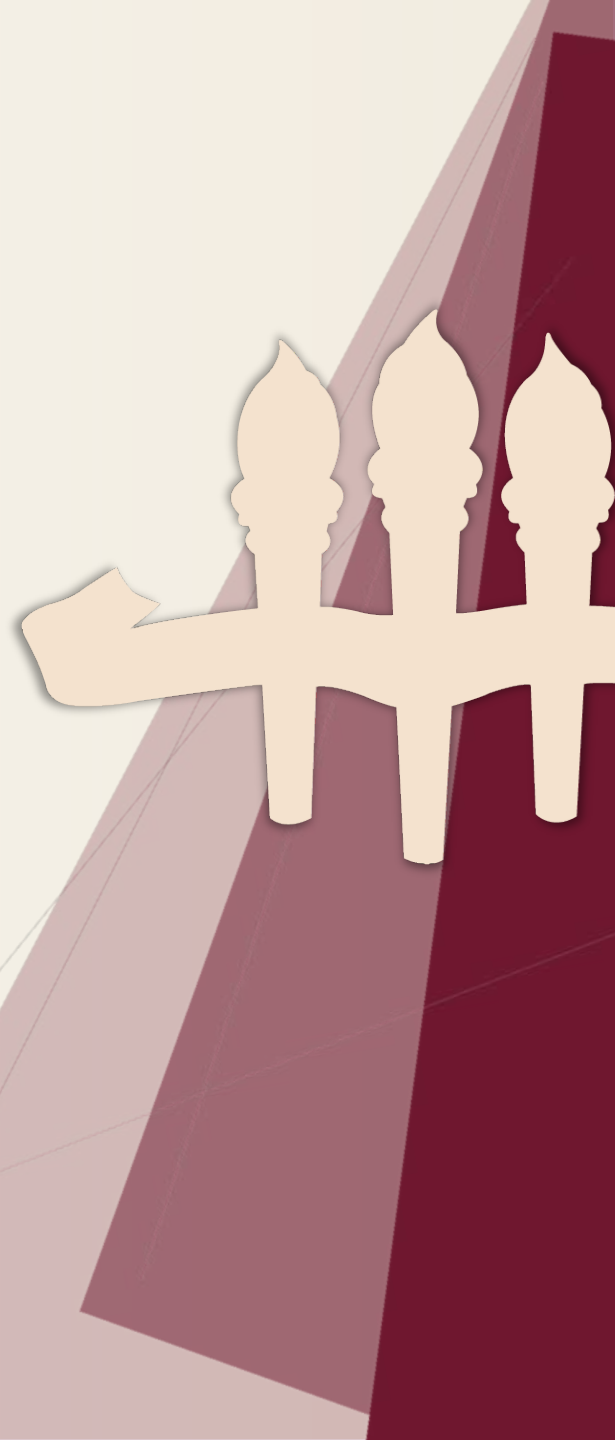


Joining COGS

- We meet twice per month on Mondays at 6:30pm.
- COGS is a light time-commitment, it's meant to work around your schedule!
- Join COGS to help represent your college and department!

Link to our Petition —>

Can also run for office
at the Fall Elections.
Em ail [SGA-
COGSSpeaker@fsu.edu](mailto:SGA-COGSSpeaker@fsu.edu)
for more information!





COGS Website



Questions?