



HARDEE CENTER FOR LEADERSHIP AND ETHICS IN HIGHER EDUCATION
113 STONE BUILDING, TALLAHASSEE, FL 32306-4452
PHONE: 850/644-5867 FAX: 850/644-1258 EMAIL: HardeeC@coe.fsu.edu

ACADEMIC CONFERENCE SUPPORT GRANT APPLICATION FORM

Name: (Last) _____ (First) _____ (MI) _____ SS# _____
Mailing Address: _____
City _____ State _____ Zip Code _____ Home Phone () _____
Work Phone _____ Email Address _____

Are you a full-time state employee receiving a waiver of tuition and fees? Y___ N___
Students who are State of Florida employees funded by state fee tuition waivers are not eligible to receive funds from this program. (This does not apply to graduate or teaching assistants receiving tuition waivers).

Name of Conference: _____

Conference Location & Dates: _____

Date & Time of Departure & Return: _____

Estimated Expenses: \$ _____

Are you receiving travel funds from other university funding sources (College, Department, Grant Organizations, SGA, etc.)? Y__ N__

If yes, please specify funding source: _____

Type (Per Diem, Meals, Airfare, Lodging, etc.) and Amount: _____

State of Florida regulations prohibit students receiving more than 100% compensation for Travel. Students are limited to ONE (1) Grant (either Presentation or ACS) per fiscal year.

Please attach a copy of your conference registration form. The document must name you specifically as a registrant and must appear on official conference or academic/professional organization letterhead. Applications submitted without this document will not be processed. To receive the Academic Conference Support Grant, all receipts are due to the Hardee Center within 30 days after attending the conference. If received more than 30 days after the conference, the Grant will be revoked.

By signing this form, I acknowledge that all of the information on this application is correct and that I have read and will adhere to the Hardee Center ACS Grant Program Policies, as specified on the reverse side of this form, as well as any applicable policies enforced by the Florida State University.

SIGNATURE OF APPLICANT _____ **DATE** _____

PLEASE SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS AND PROGRAM POLICIES.



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1. You must be a registered FSU Higher Education Program graduate student both at the time you complete this form and at the time you travel to your conference.
2. You must be a Hardee Center Scholar and/or Fellow both at the time you complete this form and at the time you travel to your conference.
3. This form must be received by the Hardee Center, completed, signed, and accompanied by the required documentation as indicated on the front of this form no less than two weeks prior to your departure. LATE APPLICATIONS WILL NOT BE PROCESSED, NOR WILL APPLICATIONS SUBMITTED AFTER TRAVEL HAS COMMENCED. You must include your home address (or address to which you would like to have your check sent) on your application. Your check will not be sent to your departmental address. **Applications cannot be processed without applicant's social security number.**
4. Funding for the Academic Conference Support Grant Program is limited; therefore, grants are made available on a first-come, first-served basis. The Academic Conference Support Grant Program is a service provided by the Hardee Center and subject to the constraints of the Hardee Center budget. When funds are no longer available, the Hardee Center cannot issue ACS Grants regardless of an individual's eligibility status.
5. Higher Education Program students who are Florida State employees funded by state fee waivers are not eligible to receive funds from this program.
6. Academic Conference Support grants are awarded for travel from the FSU campus as follows:
All Destinations, Domestic and International, over 50 miles---\$ 100
7. Students are limited to one (1) Hardee Center Grant per academic year (Travel and/or Presentation). Any subsequent application submitted to the Hardee Center will be denied.
8. Please save all of your receipts when you travel. The State of Florida requires original receipts to substantiate expenses listed on this form. Receipts must include the date of purchase, an itemization of the purchase, and preprinted vendor name and address. CREDIT CARD RECEIPTS ARE NOT ACCEPTABLE, NOR ARE PHOTOCOPIES OR FAX REPRODUCTIONS OF RECEIPTS.

WARNING: HAND-DELIVER ALL RECEIPTS WITHIN 30 DAYS OF TRAVEL TO THE HARDEE CENTER OFFICE. MAILING OF RECEIPTS OR FORMS IS AT YOUR OWN RISK.