

## **CAS Undergraduate Research Conference Presentation Support – Funding request procedures**

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This is a program that is overseen by the Undergraduate Education office but routes through the department, college, Schreyer's (if applicable) and the UG Education office for all areas to provide the needed documentation.

Undergraduate Research Conference Presentation Support application instructions can be found on the UG Research website.

In addition to the instructions for UG Education, here is the process for the CoAS:

- **Student completes application:**
  - Application is available on the Undergraduate Education website: [Undergraduate Research Conference Presentation Support](#)
  - The student must enter contact information for who the application routes to. Here is a breakdown for how this looks in our college:
    - Department: Department Head (or the admin coordinator if they have designated on behalf of the department head) – See chart below for department contact information
    - Faculty Mentor
    - College: Sheryl Flick (sal173) on behalf of Dr. Tracy Hoover
- **Application routes to the following:**
  - Faculty mentor for letter of support
    - Letter of support must be submitted for the College to approve funding.
  - Department Head for review, approval and to note the amount of support.
    - An amount must be entered when approving to indicate the level of support from the department.
    - When submitting proposals, they must be reviewed and approved by the department head. If the department head wishes, they can have the application route to the admin coordinator for them to process. The College's Associate Dean's Office will reject any proposals that do not have the department head or admin coordinator on the approval path.
  - College for review, approval and to note the amount of support.
    - The College will support approved proposals up to \$300.
    - Only one proposal per student per academic year will be approved by the College.
  - Schreyer's, if applicable
  - Undergraduate Education
- **Once approved by the Undergraduate Education office, the Associate Dean's office will reach out for cost center or internal order number where funds from the College and Undergraduate Education can be transferred to.**
  - Funds must be transferred to an E & G account.
  - Funding will be in two separate transfers – one from the College and one from Undergraduate Education.
  - Funding from Schreyer's (if applicable) will be deposited directly into the student's bursar account.
- **Department is responsible for reconciling the student's travel and related expenses.**

Department Approval Contact Information

<b>Department</b>	<b>Dept Head</b>	<b>Email</b>	<b>Admin Coordinator</b>	<b>Email</b>
Agricultural and Biological Engineering	Dr. Suat Irmak	sfi5068@psu.edu	Stefanie Hugill	skh141@psu.edu
Agricultural Economics, Sociology, and Education	Dr. Dave Abler (Interim)	dga2@psu.edu	Jane Gardner	jsg21@psu.edu
Animal Science	Dr. Adelle Turzillo	amt6514@psu.edu	Paula Morgan	ply2@psu.edu
Ecosystem Science and Management	Dr. Margot Kaye	mwk12@psu.edu	Angela Clark	adg3@psu.edu
Environmental Resource Management	Dr. Rob Shannon	rds13@psu.edu	Emily Jozefik	esj5061@psu.edu
Entomology	Dr. Gary Felton	gwf10@psu.edu	Emily Slimak	eas5484@psu.edu
Food Science	Dr. Bob Roberts	rfr3@psu.edu	Beth Tepsic	eak173@psu.edu
Plant Pathology and Environmental Microbiology	Dr. Maria del Mar Jimenez Gasco (Interim)	mxj22@psu.edu	Diane Yoder	xdy2@psu.edu
Plant Science	Dr. Erin Connolly	elc18@psu.edu	Lori Stasko	lzm2@psu.edu
Veterinary and Biomedical Sciences	Dr. Sandeep Prabhu	ksp4@psu.edu	Renee Miller	rgm13@psu.edu