

## hCOGS Conference Award Guidelines and Conditions

Revised December 2023

### 1) Award amounts

The maximum amount awarded for a Conference Award will be \$300.

### 2) Eligibility

All graduate and professional students are limited to **one** COGS Conference Award during their **entire** MSU academic career. Students may not apply for both a COGS Conference Award and a COGS Professional Development Award for the same event; doing so will result in rejection of both applications. Funding will only be granted for a qualified presentation of creative and scholarly works. Eligible expenses include: conference registration, travel, lodging, and materials needed for lecture preparation. Items such as food, banquets, field trips, and souvenirs are not eligible. COGS, in its sole discretion, will make all decisions regarding eligibility of items.

### 3) Conference Qualifications

A qualified event includes but is not limited to a regional, national or international conference, symposium, convention, competition, forum or association meeting at which the applicant will be presenting. The subject matter of the event must be directly applicable to the applicant's field of study. Internships, workshops, summer schools, and other such events do not qualify. COGS, in its sole discretion, will make all decisions regarding conference eligibility.

### 4) When to Apply

For fall and spring semesters, applications must be submitted by 5pm of the deadline date posted on the COGS website during the semester for which the event occurs. For the summer semester, applications must be submitted [TEN BUSINESS DAYS] prior to the final spring COGS full council meeting. The COGS office will accept early applications. If an insufficient number of students apply for the COGS Conference Award, the COGS Finance Committee will review applications submitted after the deadline. If the conference starts between semesters, the student must apply during the semester immediately prior to the conference start date. Both summer sessions are considered as one summer semester.

Applicants may not find out if they were awarded a Conference Award until after the applicant has attended the conference. Applicants should not base the decision to attend a conference on the ability to receive COGS funding. [PLEASE ENSURE YOU HAVE A LETTER OF RECOMMENDATION FROM YOUR ADVISOR]

### 5) Selection Criteria

A lottery system is used to determine the recipients of the COGS Conference Awards, provided the applicant has submitted a **completed** application form with all required information. Failure to provide all information as specified will result in **no** funding.

**6) Availability of Funds**

Money comes from the Conference Award Funds line item on the COGS budget. If funds remain after that semester's lottery, the distribution will follow a first-come, first-serve basis for the rest of the semester. Of the budgeted funds, 50% will be available to be awarded during the fall semester, 50% during the spring semester. Fall semester will be defined as months July – December and Spring semester will be defined as months January – June. Any funds not awarded will be rolled over to the next semester with the exception of summer semester, which is the end of the fiscal year. Unused funds will be rolled over to the COGS general fund after the fiscal year end.

**7) Decision Authority**

The application should be submitted [online] to the COGS office where it will be dated, assigned a numerical identifier, and forwarded to the COGS Finance Committee. The COGS Finance Committee will randomize and review the applications at the first COGS Finance Committee meeting of each semester. The COGS Finance Committee will meet regularly throughout each semester (as per COGS By-Laws Section 8.2.1.1.1) to review requests and make award recommendations. All recommendations will be forwarded to the COGS Full Council for approval. The COGS Office will notify applicants of their award status via email after final approval has been obtained.

**8) Distribution of Funds**

The funds distribution is based on the documentation and receipts received up to the \$300 amount of the award. In order to receive the award, the applicant must submit receipts to the COGS office verifying payment of the eligible expenses that were approved by the Finance Committee. The applicant must also submit proof of registration, attendance and presentation at the conference specified on the COGS Conference Award application. Required documentation must be submitted to the COGS Office **within 30 calendar days of the last day of the conference** or the award will be forfeited.

**9) Conditions for Acceptance of Funding**

It is understood that the Applicant will, at their own expense, protect and hold harmless COGS, its officers, representatives, members, boards, employees, and agents from all claims, damages, costs, lawsuits and expenses, including but not limited to, all costs arising from administrative proceedings, court costs and attorney fees, that COGS may incur as a result of any act, omission, or negligence of the Applicant or any of its officers, members, employees, agents, subcontractors, or independent contractors which may arise out of this funding request.

The liability of COGS, its officers, representatives, members, boards, employees and agents with regards to the funding of the Applicant for any claims, costs, damages, losses, and expenses for which COGS is or may be legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by COGS to the Applicant. In no event shall COGS, its officers, representatives, members, boards, employees, and agents be liable for any indirect, special, or consequential damages.

The Applicant shall not transfer any right or interest in this Application without the prior written consent of COGS. The Applicant agrees to abide by all federal, state, and local laws and ordinances, as well as their student rights and regulations set forth by Michigan State University.