

**Policy S-1.10**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

**TITLE:**           **COLLEGE SUPPORT FOR STUDENT RESEARCH PRESENTATIONS**

**POLICY:**           At the start of each academic year the Associate Dean for Student Affairs shall allocate College of Nursing funds to support student travel to professional meetings for the purpose of giving student research presentations.

**RATIONALE:**      College funded student research presentations serve the following purposes:

- (1) support the research development of students,
- (2) support the mission and goals of the College of Nursing, and
- (3) gain recognition and visibility for the College of Nursing.

**CRITERIA:**

1. Students may be funded for travel to give research presentations, depending on availability of funds. The amount of funds available for this purpose will be determined annually according to the fiscal year (7/1 - 6/30). Allocation will be divided into two categories:
  - a. Category I: Presentation of research work by all students.  
College of Nursing research travel awards for up to \$800.00 per student per year to attend professional conference(s) at which he/she gives a research presentation.
  - b. Category II: Presentation of research work by CON Research or Teaching Assistants.  
College of Nursing research travel awards for up to \$1000.00 per student per year to attend professional conference(s) at which he/she gives a research presentation.

**PROCEDURES:**

1. Upon notification of an accepted presentation, the student submits the Travel Request Form available on the College of Nursing web site to the research mentor or the Supervisory Chairperson for review and approval.
2. The student submits the official letter of acceptance for the presentation, and the completed College of Nursing Travel Request Form electronically to the Associate Dean for Student Affairs **at least 2 weeks prior to departure**.
3. **Within 5 working days after the conference presentation**, the student submits original receipts for conference-related travel, the completed Travel Reimbursement Request Form available on the College of Nursing web site, and a copy of the

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conference program that shows the overall schedule and lists the student’s presentation to the Associate Dean for Student Affairs. Students will be reimbursed for expenses after the receipts and forms are received and processed.

4. College of Nursing Research Travel Award recipients are expected to submit a poster based on each presentation sponsored by the CON at the College of Nursing Annual Research Day.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Revise	ADSA		2/17		
Review	Faculty Executive Council	5/99	3/17		3/13
Approval	Administrative Council	4/99	4/17		
Approval	Dean	5/99	5/17		