

 Last Revised 12/15/2015

**Name**:

**Title of proposed research**:

**Name of Symposium**:

The APC will pay $300 for a faculty member’s travel to a conference in which he or she has organized a symposium. This money may be added to other monies the faculty member may obtain from other sources.

Two awards may be made per year. At least two or more people in the symposium must be from outside of Kent State.

Submit a completed copy of the letter of acceptance of the symposium, an abstract, and a letter of application providing details of the faculty’s role and of the meeting. Information regarding the need for funding is also required, including information regarding other funding sources (e.g. faculty allowance) that can be applied for this purpose. Upon approval, the faculty member must complete a University authorization of absence form. Travel receipts must be saved and an online expense reimbursement form completed upon returning.

**Application for Symposia Sponsorship**

DEPARTMENT OF PSYCHOLOGY ♦ APPLIED PSYCHOLOGY CENTER, KENT CAMPUS

**Checklist**:

 □Cover letter *(indicate faculty’s role and details of meeting)*

□Copy of acceptance letter to symposium

 □Abstract

 ***After*** approval, the faculty member must complete a University authorization of absence form with the Account Clerk. Travel receipts must be saved and an online expense reimbursement form should be completed upon return.

**Office Use Only**

Date received:

Date reviewed:

Funded: Yes No

Date forwarded:

Date closed:

*DEADLINE:*

*Anytime*

**Instructions:** Complete the following form and submit with additional materials to the Applied Psychology Center (APC). Email completed applications for review to the APC. Hard copies may be left in mail box or delivered to office 378b. If you have questions, don’t hesitate to email or call (330) 672-2003. Refer to handbook for additional details, which can be found on the [APC Website.](https://www.kent.edu/psychology/applied-psychology-center)