DISCLAIMER: While the information on these pages is as up to date as possible, we reserve the right to make slight changes on the actual application.
Introduction
Welcome to the Professional Enrichment Grant Application Service (PEGAS). Graduate students may submit applications for reimbursement-based travel funding to professionally relevant events, termed Professional Enrichment Grants (PEGs). Applications are assessed by double-blind review of justification essays and rubric scoring of other application components. Applicants can receive up to $750 for events within the continental US and up to $1000 for events in all other locations, including Alaska, Hawaii, Puerto Rico, and international events.

The following types of events are available for funding through PEGs:

- **Conference**: The primary purpose is to attend panel discussions, speeches, poster sessions, and business meetings in a specific field. This can include both academic and professional conferences.
- **Data collection**: The primary purpose is to collect data. Examples include on-site interviews with middle school teachers or collection of soil samples from a river bed
- **Workshop or Seminar**: The primary purpose is to attend a training session to learn more about a topic of interest.

Three funding sessions are available per PEG application year (August 15 to August 14). PEG application periods occur before the session in which an event occurs. This allows applicants to be made aware of funding before attending an event. An applicant may submit more than one application per application period, for a total of three applications per academic year. **You must be enrolled as a graduate student at Clemson University during the semester you are applying for a PEG.**

To simplify the system, **there is no submit button for applications**. Instead, all applications are open until the posted application period deadline, at which time all applications are submitted regardless of completion status. Apply for PEGs at [http://gtgs.sites.clemson.edu](http://gtgs.sites.clemson.edu). Lastly, all applicants are required to participate in review to be eligible for award consideration. Applicants must review five (5) applications per application submitted.
Disqualifications

1) **DO NOT** include your name or link to a personal website in any section of your PEG application. This policy is in place to protect applicants’ anonymity during the double blind peer review process.

2) Failure to complete all the fields of your PEG application will result in its disqualification. This includes the faculty attestation section.

3) Applying during the wrong application period will result in disqualification. Please see the table above.

4) Failure to complete the 5 required PEG reviews by the review deadline.

Getting Help

This manual contains much of the important information regarding applying to and receiving PEGs. For additional help and technical assistance, email the PEGAS administrators at pegas@clemson.edu.

Note: The Clemson Graduate Student Government (GSG) PEGAS committee is not responsible for correcting mistakes made by applicants. Changes cannot be made to your application after the deadline.

Funding Sessions

There are three funding sessions during the academic year: Fall, Spring, and Summer. Apply for the funding session in which your travel falls. For events occurring between sessions, choose the session in which the last date of your travel occurs. (Example: If your event begins December 29 but ends on January 7, then you would apply during the Spring application period.) **You may apply for more than one event in a single application period, but you can only APPLY for a maximum of three PEGs in an application year, regardless of the funding decision.** For example, if you want to apply for funding to attend three different events during the Fall session, you must create three different applications during the application period.

<table>
<thead>
<tr>
<th>Funding Session</th>
<th>Earliest Event End Date</th>
<th>Latest Event End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 15, 2017</td>
<td>December 31, 2017</td>
</tr>
<tr>
<td>Spring</td>
<td>January 1, 2018</td>
<td>May 11, 2018</td>
</tr>
<tr>
<td>Summer</td>
<td>May 12, 2018</td>
<td>August 14, 2018</td>
</tr>
</tbody>
</table>
Application Deadlines
The GSG PEGAS Committee sets the deadline for the PEG applications. Any changes to these posted deadlines after an application period has opened will be communicated to applicants of that period via email. Applications and reviews must be completed by 11:59 PM (midnight) of the deadline date.

Applications will be open for review for one week ending on the dates listed below. Each applicant is required to complete 5 reviews per application submitted to qualify for funding.

<table>
<thead>
<tr>
<th>Funding Session</th>
<th>Application Opens</th>
<th>Application Closes</th>
<th>Reviews Due</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>August 28</td>
<td>September 6</td>
<td>September 16</td>
<td>Sept 19</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>October 30</td>
<td>November 8</td>
<td>November 18</td>
<td>Nov 26</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>March 12</td>
<td>March 21</td>
<td>March 31</td>
<td>April 7</td>
</tr>
</tbody>
</table>

How to Apply
Applications are accessed under the Applicants tab of the PEGAS website. The application consists of the following components:

- Identifying Information
- Education Information
- Leadership Information
- Service Information
- Career Training and Professional Enrichment Information
- Event Information
- Attestation by Professor
- Budget Information
- Funding Justification

Identifying Information: This section includes your identifying information and some statistical questions about your previous PEGAS experience. Only the PEGAS committee will have access to this information. *Note: Name, XID#, and email are captured by the system upon registration. You cannot change this information.*

Education Information: This section includes your current and previous degree information, industry experience, and career goals. This information will be displayed for peer review.

Leadership, Service, and Career Training and Professional Enrichment Information: This section is for experiences such as those commonly found on a resume and/or CV. Include your most recent experiences, including those before your arrival at Clemson. These are evaluated by rubric and not by peer review.
Event Information: This section includes the information about your event, including location, dates, event type, a description of the event, and what you will be doing at the event.

Attestation by Professor: This section is for information about your faculty adviser. S/he will receive an email requesting attestation about your event information, and positive attestation is be required for completion of your application. Identification and Event Information must be complete before adding your adviser’s information. The person must be a faculty at Clemson University.

Budget Information: Include the anticipated travel costs for your event. Details of how your budget information is used is elaborated below.

Funding Justification: This essay is the main portion of your application and will be evaluated by peer review via a set of questions. The essay is limited to 2500 characters, including spaces.

Additional information and screenshots of the application system are included below.

Registration and Login
You must login to the system using your Student User ID. PEGAS is programmed to only accept enrolled Clemson Graduate Student User ID; an Employee ID will not work. PEGAS records your Name, Clemson University (CU) Student Email Address, CU Student Identification Number, and CU Student User ID.

The first time you login to the system, you will be shown the PEGAS Terms and Conditions. For reference, these are included as an appendix to this manual. Please carefully read the Terms and Conditions for important information such as grounds for disqualification. It is your responsibility to read, understand, and agree to the terms and conditions.

Application Rules and Procedures
Do not include your name or a link to a personal webpage in any written component of the application. Your name may only appear under the Identifying Information section.

All acronyms are to be defined the first time they are used in each section of the application. Please use the format: Complete Name or Title (Acronym).

Examples:

Joint Mathematical Meetings (JMM)
American Society for Engineering Education (ASEE)
Institute of Electrical and Electronics Engineers (IEEE)
List of Applications

Welcome to the PEGAS Application system. Use the links below to navigate to the application you wish to edit or create one using the button below.

| Applicant: Joe Garcia | Application Deadline: 2013-09-30 at 11:59 PM | Logout |

Choose application or create one

- Application #1: Event Hello World
- Application #2

Create New application

This is the first page you see after logging in. Since you can submit more than one application per PEG session, you will select the application to work on, or to create a new application.

Main Menu

The Main Menu for an application includes a status bar for all application components and options for printing or deleting an application. A green status bar indicates completion, a red status bar indicates an incomplete section, and a yellow bar indicates that a section may have an issue.

To view your full application, click on Full Version under View Application. It is recommended to save a copy of your application for your records. To delete an application, click the button “Click to delete application.”

Warning: The status bar is a service of the system and does not make judgement on the substance of a section. It is possible to simply enter a space and be considered complete. It is your responsibility to make sure all fields are completed correctly.
Welcome to the Application Main Menu. Use the links below to navigate to the page you wish to edit.

Notes:
(1) Always save your information before moving to another page.
(2) In order to complete an application, you need to fill the form with an "Incomplete" state attached to it.
(3) Other forms would not affect the completeness of the application but would serve as additional information for later review. For those additional information, status bar would only show how many items are there in the application currently.

PEG Applicant information video

Application Deadline: 2013-09-30 at 11:59 PM
Logout

Applicant: Lena Pope

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifying Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Education Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Leadership Information</td>
<td>Items: 2</td>
</tr>
<tr>
<td>Service Information</td>
<td>Items: 2</td>
</tr>
<tr>
<td>Career Training and Professional Enrichment Information</td>
<td>Items: 5</td>
</tr>
<tr>
<td>Event Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Attestation by Professor</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Budget Information</td>
<td>Budget $801</td>
</tr>
<tr>
<td>Funding Justification</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Account Options

Please refer to the Terms & Conditions section in the Applicants manual, to ensure that you are aware of necessary documentation needed for students traveling abroad by the Office of Global Engagement. For more information, check this video.

View Application: Full Version


Application Status

INCOMPLETE

Delete Application

Click to delete application
**Application Sections**

**Identifying Information**

Some of the following information was entered when you registered. You may update and add information to the available fields below. This information will not be used to evaluate your application. Your responses will be used for statistical data. You are required to provide this information.

- **First Name:** Ira
- **Last Name:** Garcia
- **XID#:** C15065380
- **Email:** Ira@demson.edu

**Note:** Information about previous PEG experiences are for statistical purposes only and not used to evaluate your application.

**Education Information**

For your previous programs, you will be asked to enter the following for each program: **Degree, Concentration, University or Institution, Year Awarded.**

<table>
<thead>
<tr>
<th>College Of Study:</th>
<th>College of Arts, Architecture and Humanities (CAAH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Of Study:</td>
<td>Architecture</td>
</tr>
<tr>
<td>Years In Program:</td>
<td>1-2 Year</td>
</tr>
<tr>
<td>Name Of Degree:</td>
<td>B.A.</td>
</tr>
<tr>
<td>Type Of Degree:</td>
<td>Doctorate</td>
</tr>
<tr>
<td>Do you already have a Master degree?</td>
<td>Yes</td>
</tr>
<tr>
<td>Industry Experience?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Career Goals:</td>
<td>Academic</td>
</tr>
<tr>
<td>Career Goals Description (300 Characters Maximum)</td>
<td></td>
</tr>
</tbody>
</table>

For your previous programs, you will be asked to enter the following for each program: **Degree, Concentration, University or Institution, Year Awarded.**
Experiences
Use your discretion to decide which category a particular experience falls under. You can include a maximum of five (5) leadership experiences, two (2) service experiences, and ten (10) career training and professional enrichment experiences.

- Leadership Experiences: Including, but not limited to, memberships to professional organizations and leadership roles in both college and community organizations
- Service Experiences: Unpaid positions held in both the Clemson community and local community
- Career Training and Professional Enrichment Experiences: Including, but not limited to, certifications held, teaching experiences, research experiences, conferences attended, presentations given, and awards/grants received

You will be asked to enter the following for each experience: Position Held, Title of the Experience/Organization, Date and/or Dates of Participation (Year-Month)

<table>
<thead>
<tr>
<th>Role</th>
<th>Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer</td>
<td>Habitat for Humanity</td>
<td>2014-04</td>
<td>2014-04</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Event Information

Event Name:
City:
Country: United States
State: Non US State
Start Date: mm/dd/yyyy
End Date: mm/dd/yyyy

Choose the option that best describes the event you will be attending:
- Professional Conference
- Yes

Event Description (1250 Characters Maximum)
(Do not copy this information from a brochure or website.)

Please make sure that your event falls in the correct funding session to which you are applying. The application periods are based on the start date of your event. See page 3 for more information.

Describe your event in your own words. Applications caught plagiarizing the event description will be disqualified.
Select the term that best describes the event you will be attending. Your selection should be based on your primary purpose for attending the event.

- **Conference**: The primary purpose is to attend panel discussions, speeches, poster sessions, and business meetings in a specific field. This can include both academic and professional conferences.
- **Data collection**: The primary purpose is to collect data. Some examples include: on-site interviews with middle school teachers or collection of soil samples from a river bed.
- **Workshop or Seminar**: The primary purpose is to attend a training session to learn more about a topic of interest.

Indicate also if you will be presenting your work at the conference. Examples include a poster presentation, an oral presentation, or a panel discussion.

**Attestation by Professor**

In this section you should list the name and user ID of a professor, preferably your advisor, who can attest that the event you are attending is specific to your research. The faculty member that attests your application does not have to be your primary advisor. You are only required to have ONE Clemson University faculty member attest your application. We will share your event details and your name with that professor and we request him to click a link where he can attest your application. Ensure that you filled out Identity Information and Event Information before proceeding with this form.

![Submit button]

After completing this section, your faculty advisor will receive an automatically generated email. A copy is attached in Appendix B. Faculty are asked to verify the student’s standing and to submit the amount of secured funding an applicant has for their event. They are also asked to verify the event and the applicant’s contribution to the event, as well as the following questions:

- Does this event support the applicant’s graduate studies (courses and/or research)?
- Is the event prestigious in his/her field of study?

The fields are filled by information from the Identifying and Event Information sections, thus those must be completed before submitting the faculty information. Applicants are required to have their event verified by a Clemson professor for their application to be considered. Attestations are due 24 hours after the application deadline; it is the applicant's responsibility to ensure their professor completes the attestation by the deadline.

Note: Only one professor can be selected for attestation. If multiple professor IDs are entered, only the last ID will be able to log in to complete the attestation.
Budget Information

PEGAS will take your budget into consideration and maximize the award so that you will get the most benefit from all sources. You must list all items in your budget, even those that will be covered by your secured funding. You should also take note that your reviewers do NOT see your budget. PEGs are awarded without budgetary considerations to eliminate subjectivity. A PEG award can only be used for the items and amounts listed on your budget.

**Fill in the amount in $.
All acronyms must be defined the first time you use it in the same text. For more information, refer to Page 6 in Applicant Manual.
* Refer to Applicant Manual for more information on event types viz., Domestic, North America and International.**

**Hotel/Lodging Expenses**
This includes the cost of a total hotel stay for your event. If you are staying at a Bed and Breakfast **DO NOT** include food.

Hotel/Lodging Cost: 400

**Registration Expenses**
This includes the cost of event registration and fees associated with registration only. This **DOES NOT** include membership fees.

Registration Fee: 75

**Travel Expenses**
This includes the cost of air travel, train/metro/subway travel, gas mileage, rental car, taxi, toll booth charges, and parking. You should enter individual amounts for each area. For parking, any funds received may not be used to pay parking citations.

Air Travel: 360
Train/Metro/Subway/Bus Travel: 0
Driving Mileage: 100 (only if driving personal vehicle)
Car Rental: 100
Taxi: 0
Toll Booth Charges: 0
Parking: 16

Reviewers do NOT see your budget. After saving this page, the budget total will be displayed on the application main menu. If a specific field area does not appear on the budget page, such as food, then it is not a budget consideration by GSG and should not be included. **DO NOT** add an amount to another section to compensate. A PEG award can only be used for the items and amounts listed on your budget.

Amounts should be entered as whole numbers (e.g. $234.55 should be rounded up to $235). If a specific field does not apply, then enter $0 for that field. **PEGs can only be used for the items and amounts listed on your budget.**

**Maximum Possible Funding**

PEGAS will calculate your possible funding from the information provided. You must list all items in your budget, even those that will be covered by your secured funding. PEGAS will consider all budget information, secured funding, and department matches when calculating your PEG award amount. The maximum possible funding for each type of event is listed below:

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Maximum Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contiguous U.S.</td>
<td>$750</td>
</tr>
<tr>
<td>AL/HI/ U.S. Territories</td>
<td>$1000</td>
</tr>
<tr>
<td>International</td>
<td>$1000</td>
</tr>
</tbody>
</table>
Gas Receipts

If you are renting a car you **MUST** turn in gas receipts. For budget purposes, estimate both the cost of car rental as well as gas costs.

If you are not renting a car (i.e. driving a personal car), you only need to provide the miles driven for the round-trip. You **DO NOT** have to turn in gas receipts.

**Budget Information and Ethical Standards Warning**

It is your responsibility to provide accurate and truthful information on the application. Falsifying information to intentionally mislead GSG or the PEGAS Committee will result in application disqualification, award nullification, permanent suspension of PEGAS privileges, and referral to the University’s Office of Community and Ethical Standards. Furthermore, if you are found to have violated PEGAS policies and have already received your reimbursement, you will be required to repay those funds to Clemson University.

Funding Justification Essay

The funding justification essay is your opportunity to tell the reviewer of your grant exactly “Why should you be selected to receive a professional enrichment grant for this event?” If your event pertains to your research, you can mention your research as part of your essay, without any personally identifying information; this should be limited to no more than 3-4 sentences. You should discuss how attending this event will impact your career goals and professional enrichment.

Note: 2500 Character Limit (approximately 1/2 typed page)

All acronyms must be defined the first time you use it, in the same text. For more information, refer to Page 8 in Applicant Manual.

This is the most important part of your application. Ensure that your essay has been proofread for spelling and grammar mistakes.

*Note: Remember that reviewers are from all departments, programs, and colleges across Clemson University, so give enough information so that the reviewers can understand how important this event is for your professional development, but do NOT use so much jargon that they cannot understand you.*

**Rubric**

The funding justification essay is evaluated by peer review according to the following rubric. The rubric may be used in guiding the writing of your application essay.
### Viewing Your Application

After the application deadline, you will no longer be able to access your application through PEGAS. Use the view application feature to view all components of your application and then print or save your application. **Failure to complete all components of an application will result in disqualification.**

<table>
<thead>
<tr>
<th>Question</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>The essay was free of grammatical errors</td>
<td>No mistakes</td>
<td>1-2 Spelling errors</td>
<td>3+ spelling errors, punctuation errors</td>
<td>Errors in tense and parts of speech</td>
<td>Major mistakes that detract from ease of reading</td>
</tr>
<tr>
<td>The essay was clear and concise</td>
<td>The essay clearly made its point in a concise manner.</td>
<td>The same point could have been made with fewer words.</td>
<td>The essay gave some idea of the applicant’s intention but failed to make a strong point.</td>
<td>The essay meandered and failed to make its point.</td>
<td>The essay was overly verbose and contained many unnecessary distracting details</td>
</tr>
<tr>
<td>The applicant conveys the benefit of this event to his/her professional development. Criteria: presentation of research, unique data collection opportunity educational opportunity networking opportunities</td>
<td>The event presents all 4 opportunities</td>
<td>The event presents 3 of these opportunities</td>
<td>The event presents 2 of these opportunities</td>
<td>The event presents 1 of these opportunities</td>
<td>The event does not present any of these opportunities</td>
</tr>
<tr>
<td>The applicant conveys the relevance of this event to his/her career goals. Criteria: Career goals clearly stated. Event goals clearly stated. Career goals correlated with event High correlation</td>
<td>Career goals clearly stated. Event goals clearly stated. Career goals correlated with event High correlation</td>
<td>Career goals clearly stated. Event goals clearly stated. Career goals correlated with event Weak correlation</td>
<td>Career goals clearly stated. Event goals clearly stated. Not correlated.</td>
<td>Career goals clearly stated. Event goals ambiguous.</td>
<td>Goals ambiguous. No clear direction</td>
</tr>
<tr>
<td>The applicant demonstrates readiness for making the most of his/her event</td>
<td>Event goals clearly stated concrete evidence of preparedness (e.g. prior conference experience, consultation with career center)</td>
<td>The applicant has clearly stated his/her event goals and gives vague evidence of preparedness</td>
<td>The applicant has clearly stated his/her event goals but does not give evidence of preparedness</td>
<td>The applicant has described his/her event goals only in vague terms.</td>
<td>The applicant has not stated any event goals</td>
</tr>
<tr>
<td>Overall, this essay did an outstanding job in conveying the applicant’s merit for receiving this award</td>
<td>The applicant has fully convinced the reviewer of his/her exceptional merit and should definitely be funded.</td>
<td>The applicant makes many commendable points and creates a compelling portrait of merit. High funding priority.</td>
<td>The applicant has a handful of strong points but conveys a weak sense of merit. Low funding priority.</td>
<td>The applicant makes 1-2 commendable points but fails to convince the reviewer of his/her merit.</td>
<td>The applicant has no convincing points and does not deserve funding</td>
</tr>
</tbody>
</table>
The Review Process
Applications are assessed by double-blind review of justification essays and rubric scoring of other application components. The PEGAS Committee administers the review process and performs disqualifications, but does not make any independent decision on funding.

A time period of one week is allotted for completion of reviews. To achieve five reviews per application, every applicant is required to review five applications. At the end of the review period, applicants that have not completed their required reviews are disqualified from receiving an award. To complete the reviews, the remaining applicant pool will be asked to review additional applications. Once all reviews are completed, the scoring process begins.

Instructions for Review
Review begins the day following the close of the application period. Applicants will be sent a courtesy email when access to the Review system is available. All dates are listed on the PEGAS homepage, in this manual, and are promulgated by the Chairs of PEGAS. Missing a reminder email is NOT a reason to miss the reviews window. Applicants who do not complete the required amount of reviews before they are due will be disqualified.

Access reviews via the Review link on the PEGAS website. Before your first review, you must accept the Reviewer Confidentiality Agreement (attached in Appendix C) and pass a small quiz on items within that agreement. Then, you will register as a reviewer for the review session and be taken to the application review page. Subsequent visits will go directly to the application review page.

Rules of review are as follows:

• Applications are available for review one at a time. Reviews must be completed in one sitting.
• All other browser tabs and desktop applications must be closed while the review is being completed.
• The only exception to these two rules are if the PEGAS committee has been contacted about an issue with the application under review.
• The PEGAS Committee should be contacted if (1) you find a case of cheating (e.g. plagiarism) or (2) you feel you can identify the applicant from their application details and do not feel you can review them without bias.
• To avoid disqualification, review five applications per each submitted application.

Consider each application according to the rubric supplied in the previous section. The essay is reviewed in relation to the given event description and career goals. A question will be asked whether there has been any personally identifying information in the application, which is grounds for disqualification. Any applications marked positively will be double checked by the PEGAS Committee.

Review Checks
While the review is a peer process, checks are in place to ensure fair and equitable process. Statistics for each reviewer for available to administrators. Reviewers with much higher or much lower average review scores are checked to ensure that scoring is commensurate with the essays reviewed.
**Scoring and Award Determination**

Reviewers only answer questions regarding the justification essay in light of the event description and applicant’s career goals. The result of the peer review is converted to a numerical score and combined with the numerical evaluation of the other application components to arrive at a final score for each applicant.

Awards are assigned based on the top scoring applications, with pre-allocation to ensure at least 10% of available funding is awarded per college within Clemson University (for this purpose, Interdisciplinary Programs are considered with the College of Business and Behavioral Sciences). No application with a score below 70% will be funded.

**Award Notification and Feedback**

After applications are scored and grant money is awarded, grant status will be available via the Feedback tab on the PEGAS website. You will receive an email from pegas@clemson.edu when the award and feedback information is available.

All applicants, regardless of grant status, will see the breakdown of scoring percentage among each of the experience sections and for the funding justification essay (four total). **Funded applicants** will see the amount of their award. The Feedback page also serves an award letter for submission of receipts for reimbursement. **Unfunded applicants** will see the cutoff percentage of funded applications. 10 students per application period will be notified of **waitlist status**. After the receipt due date, these students will be notified whether there is additional funding available to cover their event costs.

**Funds Disbursal**

Funds are disbursed on a reimbursement basis. If you are awarded a PEG you are responsible for submitting the receipts for the event you applied for in a timely manner. **DO NOT** submit receipts before receiving a notice that your application was approved for funding. Upon submission, all applications and receipts become the property of GSG.

*Note: A PEG award can only be used for the items and amounts listed on your budget. If you need to change your budget, you must submit the changes in writing to the PEGAS Committee, which will then review your request on an individual basis. Changes cannot be made after the receipt submission deadline. All budget change requests must be submitted and approved prior to receipt submission.*

**Exit Survey**

After attending your event, you must complete an exit survey before funds can be disbursed. Access this survey from the Feedback page on the PEGAS website. Answers to the exit survey may be used to promote PEG grants. Your acceptance of the grant indicates your permission to use your information for promotion of the PEG program; please see Terms and Conditions.
**International Travel**

All international travel requires students to go through the Clemson Abroad Office. Applicants to international events will have their information shared with the Clemson Abroad Office, regardless of grant status. International travelers are required to register with the Clemson Abroad Office, purchase insurance, and attend a Pre-Departure Orientation.

**Steps must be completed prior to traveling to qualify for reimbursement upon your return.** If you traveled internationally for a conference, print out the signed copy of the Authorization of Official Foreign Travel form and submit it to Julie Garcia with your receipts.

**Travel Registration**

All Clemson students traveling abroad on University business, study, or research are required to register with the Clemson Abroad Office and purchase a CU approved international travel insurance. Students can register by completing the Travel Registration application. Students can enroll for insurance through the Cultural Insurance Services International website. Enrollment must be completed prior to departure and a copy of my confirmation for insurance should be uploaded to their Travel Registration application Click [here](#) for more information on insurance.

If a Travel or Travel Health Warning is issued for the destination country, applicants must submit a request for a travel policy waiver to the International Travel Advisory Committee. If the waiver request is denied, then applicants may not use the PEG. More information on Travel Warning procedure can be found on the Clemson Abroad website. To find out if the country you chose to travel in has a Travel Warning, check the US State Dept. website.

It is the applicants’ responsibility and obligation to ensure that ALL necessary materials are complete before travel abroad.

**Receipt Deadlines**

Receipts for PEG applications are due no later than two weeks following the end of the respective funding session. Receipts for grant awardees will be accepted beginning one business day following the final date of an applicant’s respective event. **Please turn in all receipts to Julie Garcia in 804 University Union.**

<table>
<thead>
<tr>
<th>Session</th>
<th>Receipts Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>May 25</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Aug 24</td>
</tr>
</tbody>
</table>

**No exceptions to the above procedures will be made.** Failure to get your receipts in by the deadline will result in nullification of your award. You should make every effort to submit receipts in a timely manner. **During high volume periods it may take up to four (4) weeks for reimbursements to be issued.**
Appendix A: Terms and Conditions

NOTE: Prior to beginning an application, Graduate Students are required to read and agree to the Terms and Conditions stated below. These Terms and Conditions will appear on the page after you register in PEGAS the first time.

General Information
I am aware that detailed instructions regarding application for Professional Enrichment Grants, including instructions for required peer review, is available via the Professional Enrichment Grant Application Service (PEGAS) Applicant Instruction Manual.

I understand that the Clemson University Graduate Student Government (hereafter GSG) will keep this PEG application and its contents confidential; however, my program of study and amount awarded may be used for public statistical reports and award announcements to be published to, but not limited to, program coordinators, Department Chairs, Deans, and Clemson Graduate Student Government Senate.

GSG shall not be responsible for application issues that occur with respect to the Internet including, but not limited to, Clemson network unavailability, loss of application data due to server failure, loss of application data due to Internet browser errors, or loss of application data due to user error.

Reimbursement of Funds
I understand that I cannot apply for the following experiences: paid positions, courses taken at Clemson or another University counting as credit towards my degree, travel for study abroad experiences, professional certification, and research equipment or supplies.

If chosen to receive a PEG, I understand that I am required to submit all receipts for costs associated with my event in a timely manner in accordance with the receipt due date specifications.

If awarded a PEG, I understand that I am responsible for reading and following through with the detailed instructions for submitting receipts contained on the Feedback page.

Prior to submitting receipts, I understand that I am required to return to PEGAS and complete the exit survey. I understand that my reimbursement will not be processed until this is completed.

I understand if I am found to have violated PEGAS policies and have already received my reimbursement, I will be required to repay those funds to Clemson University.

Ethical Violations
I understand that plagiarism will not be tolerated, and that any attempt to plagiarize my application (whether intentional or unintentional) will result in nullification of my application and permanent suspension of my privileges to file a PEG application for my entire tenure at Clemson University.

I understand that any ethical violations such as, but not limited to, plagiarism or inappropriate or threatening emails will be reported to the Graduate School and the Office of Community and Ethical Standards for possible university violations.

I understand that falsifying information to intentionally mislead GSG or the Professional Development Committee will result in application disqualification, award nullification, permanent suspension of PEG privileges, and referral to the University’s Office of Community and Ethical Standards.
**International Travel**

*Travel outside of the 50 US states.*

I understand that Clemson Graduate Student Government will be sharing information from my application with the Study Abroad Office if I am traveling abroad, regardless of whether or not I receive a PEG award.

I am aware that for international travel, I must be registered with the Office of Abroad and complete all requirements for international travel.

I understand that I must submit an Authorization of Official Foreign Travel Form with my receipts in order to receive reimbursement.

**Disqualifications**

I understand that failure to complete any field on the PEG application, applying during the incorrect PEG term and all ethical violations as deemed by the PEGAS Committee will result in disqualification of my application.

I understand that listing any personally identifying information (e.g. my name or link to a personal website) will result in disqualification.

I understand that I am required to review five (5) PEG applications by the review deadline and that failure to do so will result in the disqualification of my application.

I understand that I must submit the email address of a Clemson University faculty member who can attest that the event is valuable for my academic/professional development. Furthermore, it is my responsibility to ensure that this faculty member submits his/her approval prior to the application deadline. Failure to do so will result in the disqualification of my application.

**Decisions Concerning PEGs**

I agree that I will make no attempt to contact members of the PEGAS committee except through the official committee email address, pegas@clemson.edu.

I understand that questions regarding my PEG results, reimbursement, and all issues on PEGs should only be directed toward the PEGAS Committee.

I understand that the decision concerning my application is final, cannot be appealed, and that appeals will not be considered.

I understand that repeated emails to the PEGAS Committee in an attempt to appeal the decision concerning my application will be deemed as harassment.
Appendix B: Professor Attestation Information

Dear [Faculty Adviser], Your student [Applicant Name] has applied for a Professional Enrichment Grant to support them for the following event. They requested you to attest the application. Without an attestation the application will be considered incomplete.

<table>
<thead>
<tr>
<th>Name</th>
<th>[Event Name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Country</td>
<td>[Event Location]</td>
</tr>
<tr>
<td>Event Purpose</td>
<td>[Professional_Conference, Data_Collection, Workshop]</td>
</tr>
<tr>
<td>Is applicant presenting at the event?</td>
<td>[Yes, No]</td>
</tr>
<tr>
<td>Event Description</td>
<td>[Applicant-supplied description]</td>
</tr>
</tbody>
</table>

If you recognize the student and can verify the event details, please click here to attest the application. Please complete this by [deadline].

<table>
<thead>
<tr>
<th>Question</th>
<th>5 - Yes/Absolutely</th>
<th>4</th>
<th>3 - Somewhat</th>
<th>2</th>
<th>1 - No/Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>This event will support the applicant’s graduate studies (courses and/or research)</td>
<td>This event is very much in line with the applicant’s courses and/or research and will contribute to advancing the applicant towards his/her degree</td>
<td>This event is closely related to the applicant’s courses and/or research and has the potential to assist the applicant towards his/her degrees.</td>
<td>This event is somewhat in line with the applicant’s courses and/or research, but it is not clear how attendance will contribute towards the applicant’s degree</td>
<td>The event is distantly related to the applicant’s courses and/or research. While of interest, the event has no bearing on the applicant’s studies.</td>
<td>This event is not at all in line with the applicant’s courses and/or research.</td>
</tr>
<tr>
<td>The event that the applicant wishes to attend is prestigious in his/her field of study.</td>
<td>The event is well recognized and highly regarded within the applicant’s field. (For field studies, the location of study is highly relevant in the applicant’s field)</td>
<td>The event is not recognized for focuses on research but is otherwise relevant and well regarded (e.g. industrial or governmental focus)</td>
<td>The event is either less established or less widely known within the applicant’s field (e.g. a smaller event or a newer event)</td>
<td>The event is of a lower quality and other events exist that would be preferred.</td>
<td>The event is not well established nor affiliated with a respected organization. The quality of this event is questionable.</td>
</tr>
</tbody>
</table>
Appendix C: Reviewer Confidentiality Agreement

I affirm and understand that:

I will not judge a grant application based on my own discipline, but will take the applicant at their word, barring severe suspicion of obvious cheating, of which I will notify the PEGAS Committee immediately. I will not compare one grant application to another, but will consider each based on its own merit alone.

When I open a grant for review I will finish reviewing it in that sitting. I will not leave a grant half finished unless I am waiting for a response to a question from the PEGAS Committee.

I will not be allowed to open more than one grant at a time, as this is an ethical violation.

While reviewing grants I am not to open any other web-based application, as this is an ethical violation.

I will never discuss any grant application with any person other than the PEGAS Committee.

If I think I might know the person whose grant I am reviewing and feel I cannot judge that grant without bias, I am bound by this agreement to notify the PEGAS Committee immediately and ask for that grant to be removed from my queue.

I understand that violation of any of the above tenets of this agreement will result in referral to the Office of Community and Ethical Standards and the Graduate School for academic integrity and/or violation of ethical standards.