

# DEPARTMENTAL GRADUATE STUDENT HANDBOOK

2023-2024

 **PSYCHOLOGICAL & BRAIN SCIENCES**

*Life Sciences Bldg, Room 317*

[WWW.LOUISVILLE.EDU/PSYCHOLOGY](http://WWW.LOUISVILLE.EDU/PSYCHOLOGY)

## Department of Psychological & Brain Sciences - FACULTY RESEARCH

<u>NAME</u>	<u>ACADEMIC RANK</u>	<u>DEGREE</u>
<b>Dr. Nadia Al-Dajani</b> Identification of near-term risk factors of suicidal thoughts and behaviors, in order to better understand momentary suicide risk and to develop novel prevention/intervention methods	Assistant Professor	<i>Ph.D. 2020, University of Toronto Scarborough</i>
<b>Dr. Konrad Bresin</b> Mechanisms involved in the initiation and continuance of behaviors that lead to short-term relief but have long-term negative consequences such as nonsuicidal self-injury, substance use, and aggression	Assistant Professor	<i>Ph.D. 2018, University of Illinois at Urbana-Champaign</i>
<b>Dr. Sara Bufferd</b> Assessment and predictors of early-emerging psychopathology and characterizing the spectrum of normative to pathological emotional development in early childhood relevant to risk for anxiety and mood dysregulation	Associate Professor	<i>Ph.D. 2012, Stony Brook University</i>
<b>Dr. Cara Cashion</b> Infant cognitive and perceptual development, including face perception and language development; early development in William syndrome; parent affect and infant development; eye-tracking	Associate Professor	<i>Ph.D. 2004, University of Texas at Austin</i>
<b>Dr. Judith Danovitch</b> Social cognitive development during early and middle childhood	Professor	<i>Ph.D. 2005, Yale University</i>
<b>Dr. Marci DeCaro</b> Attention and working memory mechanisms underlying learning and performance	Associate Professor	<i>Ph.D. 2009, Miami University</i>
<b>Dr. Daniel DeCaro</b> Fundamental motivation and decision-making processes, especially in the domain of politics, human governance, sustainability and societal dilemmas; fundamental processes and dimensions of human governance in its own right, from a political, legal, and social-ecological perspective	Associate Professor	<i>Ph.D. 2010, Miami University</i>
<b>Dr. Paul DeMarco</b> Neural coding of visual information, color perception and neurophysiology, neurophysiological correlates of behavioral response	Professor	<i>Ph.D. 1989, Vanderbilt University</i>
<b>Dr. Brendan Depue</b> Neuroimaging (fMRI) of higher-order PFC executive function. Specifically, inhibitory regulation of cognitive (thought and memory), emotion (physiological response), and motor (behavioral response) processes	Associate Professor	<i>Ph.D. 2009, Univ. of CO at Boulder</i>
<b>Dr. Lora Haynes</b> Cognitive and social/cognitive development with specific interests in effective parenting and interactive reading, achievement motivation, and development of expertise, focus on visual arts	Professor (Term)	<i>Ph.D. 1995, University of Louisville</i>
<b>Dr. Zijiang He</b> Visual Perception and Cognition: Space perception and action in real and virtual environments, binocular vision, visual surface representation, attention and memory, multi-sensory perception, and visual neuroscience	Professor	<i>Ph.D. 1990, Univ. of Alabama, Birmingham</i>
<b>Dr. Maria Kondaurova</b> Acoustic-phonetic characteristics of infant-directed speech and language development of normal hearing and hearing-impaired infants/children; the role of tactile information in language acquisition of infants/children with hearing impairment; affect and emotions in infant-directed speech to normal-hearing and hearing-impaired infants/children; perceptual learning/auditory categorization of speech sounds in second language acquisition.	Associate Professor	<i>Ph.D. 2008, Purdue University</i>
<b>Dr. Melinda Leonard</b> social/cognitive development of children and adults from communities transitioning from political/sectarian violence; combining multicultural peace studies and social/cognitive research to enhance personal, family, and community relations; cross-community engagement influence on psychosocial elements of “peace building”	Associate Professor (Term)	<i>Ph.D. 2009, University of Kentucky</i>

- Dr. Cheri Levinson** Associate Professor *Ph.D. 2015, Washington University in St. Louis*  
Understanding the high levels of comorbidity between social anxiety disorder and eating disorders and on developing novel interventions for the eating disorders
- Dr. Andrew Lynn** Assistant Professor *Ph.D. 2020, Brown University*  
Behavioral assessments, eye tracking technology, and MRI methods to examine how changes in the brain support children's attention and academic development
- Dr. Benjamin Mast** Professor *Ph.D. 2002, Wayne State University*  
Clinical Geropsychology. Depression and Dementia; Neuropsychological Assessment
- Dr. Alison McLeish** Assistant Professor (Term) *Ph.D. 2006, University of Vermont*  
The role of transdiagnostic cognitive-affective risk factor factors in substance use, chronic medical conditions, and their co-occurrence
- Dr. Yara Mekawi** Assistant Professor *Ph.D. 2019, University of Illinois at Urbana-Champaign*  
Uses experimental and longitudinal methods to examine cognitive-affective processes that mediate racial discrimination and mental health outcomes (focused on racially marginalized communities), and processes that maintain racially-biased behaviors among majority group members (e.g., racial shooter bias)
- Dr. Carolyn Mervis** Professor *Ph.D. 1976, Cornell University*  
Language development, cognitive development, developmental disabilities (especially Williams syndrome, duplications of the Williams syndrome region, and Down syndrome), and genotype-phenotype relations in the Williams syndrome region
- Dr. Tamara Newton** Professor *Ph.D. 1992, Rutgers University*  
Psychophysiology of stress and emotion, particularly within the broader context of mental and physical health functioning and women's health issues
- Dr. Nicholas S. Noles** Associate Professor *Ph.D. 2008, Yale University*  
Conceptual development in children, including social cognition, perception, and induction
- Dr. Edna Ross** Professor (Term) *Ph.D. 1975, Kent State University*  
Pedagogical Use of Classroom Technologies
- Dr. Barbara Stetson** Associate Professor *Ph.D. 1991, Vanderbilt University*  
Clinical health psychology and focus on risk prevention and health behavior and coping with chronic illness in adults. A particular focus is on diabetes prevention and risk reduction and related behavioral, psychosocial and community issues
- Dr. Christian Stilp** Associate Professor *Ph.D. 2011, University of Wisconsin, Madison*  
Speech perception, auditory perception, perceptual organization, natural signal statistics, computational perception
- Dr. Bernadette Walter** Associate Professor (Term) *Ph.D. 1989, University of North Carolina*  
Director, Psychological Services Center
- Dr. Pavel Zahorik** Associate Professor *Ph.D. 1998, Univ. of Wisconsin, Madison*  
Auditory perception

## Ph.D. RESEARCH MENTORS

### CLINICAL PSYCHOLOGY

Nadia Al-Dajani  
Konrad Bresin  
Sara Bufferd  
Cheri Levinson  
Benjamin Mast  
Yara Mekawi  
Tamara Newton  
Barbara Stetson

### EXPERIMENTAL PSYCHOLOGY

Cara Cashon  
Judith Danovitch  
Marci DeCaro  
Daniel DeCaro  
Paul DeMarco  
Brendan Depue  
Zijiang He  
Maria Kondaurova  
Andrew Lynn  
Carolyn Mervis  
Nick Noles  
Christian Stilp  
Pavel Zahorik

## OFFICE STAFF CONTACTS

GRADUATE PROGRAM INFORMATION (REGISTRATION, RECORDS, TUITION REMISSION,  
PAYROLL, HEALTH INSURANCE, ETC):

**Maggie Leahy**, *Graduate Student Coordinator*

[maggie.leahy@louisville.edu](mailto:maggie.leahy@louisville.edu)

Life Sciences 311  
(502) 852-4364

TRAVEL REIMBURSEMENTS AND  
MATTERS CONCERNING THE OFFICE OF THE CHAIR (APPOINTMENTS, ETC):

**Liz Willis**, *Program Coordinator, Sr./Special Assistant to the Chair*

[elizabeth.willis@louisville.edu](mailto:elizabeth.willis@louisville.edu)

Life Sciences 315  
(502) 852-0430

## DEPARTMENT ADMINISTRATION

**Nicholaus Noles, Ph.D.**

*Interim Chair (Fall 2023)*

[n.noles@louisville.edu](mailto:n.noles@louisville.edu)

Life Sciences 306

(502) 852-5955

**Judith Danovitch, Ph.D.**

*Undergraduate Program Director*

[j.danovitch@louisville.edu](mailto:j.danovitch@louisville.edu)

Life Sciences 355

(502) 852-4781

**Marci DeCaro, Ph.D.**

*Director of Graduate Studies,*

*Experimental Program*

[marci.decaro@louisville.edu](mailto:marci.decaro@louisville.edu)

Life Sciences 302

(502) 852-8273

**Sara Bufferd, Ph.D.**

*Director of Clinical Training (DCT)*

[sara.bufferd@louisville.edu](mailto:sara.bufferd@louisville.edu)

Life Sciences 314

(502) 852-9174

## GRADUATE STUDENT REPRESENTATIVES

### Clinical:

Darby Simon

([darby.simon@louisville.edu](mailto:darby.simon@louisville.edu))

Loie Faulkner

([loie.faulkner@louisville.edu](mailto:loie.faulkner@louisville.edu))

### Experimental:

Ann Holmes

([ann.holmes@louisville.edu](mailto:ann.holmes@louisville.edu))

Raina Isaacs

([raina.isaacs@louisville.edu](mailto:raina.isaacs@louisville.edu))

## HELPFUL INFORMATION FOR NEW STUDENTS

### Department of Psychological & Brain Sciences Office:

Life Sciences 317

(502) 852-6775

*Monday - Friday*

*8:30 am – 4:30 pm*

### Psychological Services Center:

Davidson 210

(502) 852-6782

*Monday 9am – 5pm*

*Tuesday 9am - 5pm*

*Wednesday 9am – 1pm*

*& 4:00pm – 8:00pm*

*Thursday 9am – 6pm*

### Graduate Student Mailboxes:

Life Sciences 313

### Department Mailing Address

Different addresses and zip codes to be used for USPS and for courier services:

#### USPS mail should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

Life Sciences Building, Room 317

University of Louisville

Louisville, KY 40292

#### Courier (UPS, FedEx) should be addressed to:

[Your name]

Department of Psychological & Brain Sciences

University of Louisville

2301 S. 3<sup>rd</sup> Street

Louisville, KY 40208

## **DEPARTMENT COPY MACHINE**

*Life Sciences 313*

staff contact: Liz Willis

In order to use the copier, you must first log in with either your username and password (used to log in to your email account) or by swiping your University ID card. All students who need to make copies for faculty will be added to the copier under the department to make those copies. If the student will be a TA for a faculty member, they need to send an email to Liz Willis with who they are TAing for and their student ID and she will get them added to the copier.

Please realize that if you wait until the last minute, there are times the copier will be unavailable or not working. The copier is generally available on a first come first serve basis. Occasionally, you might be asked to allow a staff member to go ahead of you if there is a pressing item to be copied.

## **MONTHLY PAYCHECKS**

Monthly paychecks are posted on ULink. Log in, click “Employee Services,” then click on “View Your Paycheck.” Monthly payday is the 30th of each month, unless the 30th falls on a weekend, then it is the Friday prior to that weekend. Your pay stub is available for viewing approximately the 26th of each month. You should print this pay stub for your records. It is the only stub you will have when your check is being direct deposited. It is very important that you get in the habit of checking your pay stub each month. You must be a full-time student in order to receive a stipend. For fall and spring, you must be registered for a minimum of 9 credit hours or doctoral candidacy. For summer you must be registered for a minimum of 6 credit hours or doctoral candidacy.

## **TUITION REMISSION**

staff contact: Maggie Leahy

Please check your online statement of account each semester to make sure your tuition has posted to your account properly. If you have an account balance, you should first check to be sure that you are registered full-time for the semester in question. If so, please take a screenshot of the balance and email it to Maggie.

## **HEALTH INSURANCE**

UofL contact: [stunis@louisville.edu](mailto:stunis@louisville.edu); (502) 852-6519

If you receive a stipend, your health insurance is automatically paid from that same source as your stipend. For questions regarding this health insurance, contact the University Insurance Student Advocate.

## **TRAVEL VOUCHERS/REIMBURSEMENTS**

staff contact: Liz Willis

All travel for which you will receive reimbursement must be approved prior to the trip. Further information can be found on page 11 of this handbook, or at <https://louisville.edu/artsandsciences/faculty-staff/finance/travel>.

## **STUDENT RECORDS**

staff contact: Maggie Leahy

Please inform Maggie Leahy of any changes to your personal status (name, home address, home phone number, email address). We need to have your most current data on file *at all times*. You should also go to ULink and make changes to your address and phone number online.

## **COURSE REGISTRATION AND TRANSCRIPTS**

staff contact: Maggie Leahy

You will have access to your transcript online throughout your studies at UofL. Please check it on a regular basis for missing grades and deferred grades that have not been cleared in a timely manner. Maggie will need to clear you for most courses each semester, so be sure to contact her with all necessary information in a timely manner.

## **EMAIL CORRESPONDENCE FROM STAFF, DEPARTMENT ADMINISTRATION, GRADUATE SCHOOL**

It is *very* important to read and respond in a timely manner to emails from the above. You should also take the time to read all your emails from Courtney Kerr in the Graduate School. They include vital information you will need pertaining to Graduate School policies and guidelines. The office staff only uses your university email account.

## **CARDBOX ACCOUNTS**

All incoming graduate students should request a Cardbox account. Cardbox is the University of Louisville's implementation of Box.com, which gives you secure file storage in the cloud that allows you to edit and share your files from anywhere. During your time at the University of Louisville as a student, or an employee, you have free access to unlimited secure storage in Cardbox. The department has a folder for students to upload independent study forms and a folder with GTA resources. You will be added to both after you have requested your account. More information on getting started with Cardbox can be found [here](#).

## **GRADUATE STUDENT LUNCH INVITATIONS**

There will be opportunities to be invited to lunch with guest speakers (e.g., Grawemeyer Award winners, Grawemeyer review panelists, Colloquium speakers). These are excellent opportunities to further your knowledge about psychology, as well as making contacts that may be valuable in the future. Many times those lunches are ordered on a per person basis which requires an RSVP in order to attend. Please remember to promptly reply to each request.

## **INFORMATION FOR GRADUATE TEACHING ASSISTANTS**

**Responsibilities:** GTAs provide support for course instructors. They are expected to schedule and keep regular office hours, attend course meetings if requested, and assist instructors with their courses as requested. GTAs are funded for 20 hours of work per week. Assignments in excess of 20 hours per week should be discussed with the course instructor, and as needed, with the director of your doctoral program. More information about GTA responsibilities is included in Cardbox.

**Contact Information:** It is very important that you notify your students to contact you via e-mail address. Please put your university e-mail address in your syllabus for the students to contact you to ask questions about the course you are assisting with or experiments you are running. Please do *not* use the main office number for students to leave messages.

## **REQUIREMENTS FOR CONDUCTING RESEARCH AT UOFL**

Every graduate student participating in research at UofL is required to complete research integrity training in several areas (see <http://louisville.edu/research/integrity/hometest>). For most labs, graduate students will need to pass the following three training courses:

1. Human Subjects and HIPAA Research- Social, Behavioral, or Educational Research
2. Institutional Compliance Awareness - UofL General Population
3. RCR (Responsible Conduct of Research) Basic Course (to be completed once per career stage)

The above training is completed online through CITI and can be accessed on the Human Subjects Protection Program website (see Course Registration links at the bottom of the page):

<http://louisville.edu/research/humansubjects/InvestigatorInfo/investigator-info/training>

## **ATTESTATION AND DISCLOSURE FORM (ADF)**

To fulfill the Conflict of Interest requirement (see above), the Attestation and Disclosure Form (ADF) must be completed annually on IRIS. Instructions for completing the ADF form on IRIS can be found on the Human Subjects Protection Program website:

<http://louisville.edu/research/humansubjects/iris-help/completing-attestations-and-disclosure-form/view>

## **ANIMAL RESEARCH TRAINING**

**IACUC Training:** Students working with animals must complete the Level II training provided by the Institutional Animal Care and Use Committee (IACUC). This training is designed to ensure that individuals understand the principles of humane animal care and are qualified to handle the species proposed for study. This training is offered monthly. Additional information can be found at:

<http://louisville.edu/research/iacuc/research-staff-qualifications-and-training>

## **SOFTWARE**

All enrolled students and employees are eligible for free access to Microsoft's Office365 suite of software online and downloadable on up to five devices. Outlook (for your university email), Word, PowerPoint, Excel, OneDrive (50GB of storage) and more. Sign-in to Office365 (<http://login.microsoftonline.com/>) to see your account using your UofL userID/email address and password.

All enrolled students and employees are eligible for free access to Adobe Creative Cloud offerings. More information on signing into and setting up your Adobe Cloud access can be found here:

<https://louisville.edu/its/adobe-support>

Low cost or free software (e.g., SPSS, EndNote) and computer accessories for UofL students can be found at Information Technology's IT Xpress store: <https://louisville.onthehub.com/>



## DISCRIMINATION AND HARRASSMENT

The University of Louisville discrimination and harassment policies can be found at this website:

<http://louisville.edu/hr/employeerelations/discrimination-and-harassment>

This web page also provides a list of resources for you should you have any concerns or need to discuss issues of harassment or discrimination confidentially with someone in Human Resources who is responsible for enforcing these policies.

## TITLE IX/CLERY ACT NOTIFICATION

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the [Sexual Misconduct Resource Guide](#).

## PBS STATEMENT ON INTIMATE RELATIONSHIPS AND SEXUAL MISCONDUCT

The Department of Psychological and Brain Sciences is committed to [fostering an environment that is fair, psychologically healthy, respectful, safe and free from sexual and discriminatory harassment](#). The university has policies on sexual misconduct and [prohibited intimate relationships](#). Every faculty, staff, administrator, and student must be aware of, and abide by, these policies. Prohibited intimate relationships include those in which an individual has power or authority over the other (e.g., faculty and students; see [university policy](#) for details). Sexual misconduct and predatory sexual activity by faculty, staff, administrators, and students will not be tolerated. Such behavior will be identified and pursued for correction.

**Per UofL Policy**, faculty, staff, and administrators (including graduate students in supervisory positions) are [mandatory reporters](#). When you become aware of an alleged (i.e., potential or actual) act of sexual harassment, sexual assault, or gender discrimination, you must:

- Provide the harmed individual with a copy of the [Sexual Misconduct Resource Guide](#).
- Contact A&S Dean, Office of Faculty Affairs, or Human Resources Employee Relations Office.
- Contact the Title IX Coordinator or a Deputy Title IX Coordinator and provide all the information you have regarding the alleged act.

*The university has made a commitment to protecting both victims and individuals making reports. **Potential victims, or their advocates**, can confidentially reach out to the UofL [PEACC Center](#) (502-852-2663), [peacc@louisville.edu](mailto:peacc@louisville.edu). For victims in need of immediate assistance, contact the 24/7 community hotline at the [Center for Women and Families](#) at 844-237-2331 (844-BESAFE1). Violations of the Intimate Relations Policy can be anonymously reported by phone (877-852-1167) or [online](#). If sexual misconduct has been disclosed to any faculty, staff, or graduate student in supervisory positions, they must contact [Title IX](#) directly as mandatory reporters.*

### **Additional University Resources:**

- UofL [PEACC Center](#) (502-852-2663), [peacc@louisville.edu](mailto:peacc@louisville.edu): Located in the SAC (third floor), a confidential advocate for anyone victimized by sexual assault, dating violence, stalking, or sexual harassment. If you are unsure what to do in your situation, or that of someone you know, you can start here. Note that PEACC operates during regular business hours. If your need is urgent, you can contact the 24/7 community hotline at the [Center for Women and Families](#) at 844-237-2331.
- [UofL Compliance and Ethics Hotline](#) (877-852-1167): A third-party company with live operators for reporting discrimination and sexual harassment, specifically violations of the Intimate Relationships Policy.
- [Title IX Reporting](#): To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111). Confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.
- [Sexual Harassment Prevention Policy and Procedures](#)
  - [Complaint Resolution Procedures](#)
  - [Intimate Relationships Policy](#)
  - [Frequently Asked Questions \(FAQ\)](#)
  - [Sexual Harassment Prevention Training](#)
  - [Campus Resources](#)
  - [Title IX Sexual Misconduct Policy](#)

### **PBS INFORMATION FOR CURRENT STUDENTS WEBSITE**

Our *Information for Current Students* website contains many useful resources for graduate students. <http://www.louisville.edu/psychology/graduate/info/>.



UNIVERSITY of LOUISVILLE  
**Grawemeyer Award**

psychology



## BACKGROUND

The \$100,000 Grawemeyer award recognizes outstanding ideas in all areas of the discipline of Psychology. Nominations are judged on the basis of originality, creativity, scientific merit and breadth of impact on the field of Psychology. The first University of Louisville Grawemeyer Award for Psychology was given in 2001. This award is given annually, and administered by the Department of Psychological & Brain Sciences.

Charles Grawemeyer, an industrialist, engineer and entrepreneur from Louisville, KY, had a life-long passion for music, education and religious studies. Consequently, he chose to honor ideas in the arts, humanities and sciences. Rather than rewarding recent or lifetime personal achievements, Grawemeyer wanted to recognize single powerful ideas or creative works.

More information is available at <http://www.grawemeyer.org>

### ***Winners of the Grawemeyer Award in Psychology:***

- 2023: **David Dunning and Justin Kruger** *“Unskilled and Unaware of It”*
- 2022: **Terrie Moffitt** *“History of an Idea 1982-2022: ‘Adolescence-limited’ and ‘Life-course Persistent’ Antisocial Behavior.”*
- 2021: **Robert Plomin** *“Predicting School Performance from DNA”*
- 2019: **Kent Berridge and Terry Robinson** *“Liking, wanting & incentive-sensitization theory of addiction”*
- 2018: **Robert Sternberg** *“Successful Intelligence”*
- 2017: **Marsha Linehan** *“Dialectical Behavior Therapy: Where We Are, Where We Were and Where We’re Going”*
- 2016: **Steven Maier** *“Strength Through Adversity”*
- 2015: **James McGaugh** *“Emotional Arousal and Memory”*
- 2014: **Antonio Damasio** *“The Somatic Marker Hypothesis in Decision Making”*
- 2013: **Irving Gottesman** *“The Endophenotype Concept in Schizophrenia”*
- 2012: **Mortimer Mishkin and Leslie Ungerleider** *“Two Cortical Visual Systems”*
- 2011: **Walter Mischel** *“The Delay of Gratification and Willpower”*
- 2010: **Ronald Melzack** *“Gate Control Theory of Pain”*
- 2009: **Anne Treisman** *“Feature Integration Theory”*
- 2008: **Albert Bandura** *“Self-Efficacy”*
- 2007: **Giacomo Rizzolatti, Vittorio Gallese, Leonardo Fogassi** *“Mirror Neuron Systems”*
- 2006: **John O’Keefe and Lynn Nadel** *“Cognitive Map Theory of Hippocampal Function”*
- 2005: **Elizabeth Loftus** *“The Malleable Nature of Memory”*
- 2004: **Aaron Beck** *“Cognitive Approaches to Ethno Political Violence”*
- 2003: **Daniel Kahneman and Amos Tversky** *“Judgmental Strategies and Heuristics”*
- 2002: **James McClelland and David Rumelhart** *“Parallel Distributed Processing”*
- 2001: **Michael Posner, Marcus Raichle, Steven Petersen** *“Imaging the Human Mind”*

## **Internal Travel/Research Funding Sources**

<https://louisville.edu/psychology/graduate/travel-research-funding>

### **Department of Psychological & Brain Sciences - \$100**

- Typically, the department is able to provide each student \$100 per year for travel and conferences
- Request by emailing Liz ([elizabeth.willis@louisville.edu](mailto:elizabeth.willis@louisville.edu)) and copying your mentor

### **Graduate Student Council (GSC) [Travel Grant](#) - up to \$350**

- Opens on semesterly basis – see website for deadlines
- First come-first serve (*apply early!*)
- Reimbursement of expenses (*receipts are required*)
- \$200 if attending but not presenting, \$350 if presenting (*depending on availability*)
- Funds can be used for hotel/lodging, airfare/rental car/transportation, conference registration, other travel-related costs
- PBS GSC Rep (2023-24) – Khushboo Patel ([khushboosamirbhai.patel@louisville.edu](mailto:khushboosamirbhai.patel@louisville.edu))
- Summer conference expenses can be submitted for reimbursement in the Fall (*keep receipts!*)

### **Graduate Student Council (GSC) [Research Grant](#) - up to \$500**

- Opens on semesterly basis – check website for deadlines
- Detailed application instructions at link above
- Required participation in the GSC Regional Research Conference
- Submission of a detailed proposed budget is required

### **Graduate Network of Arts & Sciences (GNAS) [Travel, Research, & Creative Activities Grant](#) - \$250 (usually)**

- Funding source: Dean of Arts & Sciences
- Opens on semesterly basis – watch for email from GNAS rep
  - This is often extended, so keep watching your email if you miss the deadline
- Travel/research/creative activities covered
- Required participation in the GNAS Research Symposium (*when held*)
  - PBS GNAS Rep (2023-24) – Alanea Graci ([alanea.graci@louisville.edu](mailto:alanea.graci@louisville.edu))
  - For grant questions, contact Chelsea Giovacchino ([chelsea.giovacchino@louisville.edu](mailto:chelsea.giovacchino@louisville.edu))

## Travel Reimbursement Instructions

Please consult and bookmark the **A&S travel webpage** (<https://louisville.edu/artsandsciences/faculty-staff/finance/travel>) for step-by-step instructions and forms to be completed before, during, and after your trip.

Below are key points and where to turn with questions.

### *Before you Travel*

- No travel arrangements may be made until approval is received from your UBMI and chair.
- Next, you must complete a **Travel Information Sheet** (<https://louisville.edu/artsandsciences/faculty-staff/finance/travel-information-sheet>), which must be submitted **two weeks** before the travel dates for domestic travel, or **six weeks** for international travel. Questions: [asbusdo@louisville.edu](mailto:asbusdo@louisville.edu).
- Additional requirements for international travel are governed by the Provost's Office and outlined here: <https://louisville.edu/provost/travel>.
- Student travel should be processed as a scholarship unless disallowed by the funding source.
- Students traveling on grants should be processed through the A&S travel webpage (above).

### *Questions?*

1. Questions about travel logistics, registration fees, etc. should be directed to your department's travel liaison (Liz Willis). If they cannot help you, then →
2. Ask your UBMI (Libby Kinberger, [libby.kinberger@louisville.edu](mailto:libby.kinberger@louisville.edu)). If they cannot help you, then →
3. Ask Robin Carroll ([robin.carroll@louisville.edu](mailto:robin.carroll@louisville.edu)). Please reach out to Robin *only* if earlier attempts to find help were fruitless.
4. Questions about the Travel Information Sheet can be directed to the A&S Business Office at [asbusdo@louisville.edu](mailto:asbusdo@louisville.edu).

### *During and After Travel*

- To receive the per diem expense stipend, visit the A&S travel webpage and scroll down to "Forms and Links." Click on "Per Diem sheet," download the Excel sheet, complete it, save it, and email it to Business Operations at [asbusdo@louisville.edu](mailto:asbusdo@louisville.edu).
- You will submit receipts here: [https://businessoperations.louisville.edu/hc/en-us/requests/new?ticket\\_form\\_id=596947](https://businessoperations.louisville.edu/hc/en-us/requests/new?ticket_form_id=596947)

Bear in mind that the A&S Business Office is not a travel agency and cannot assist with travel logistics. Instead, you may contact UofL's current travel agency, Anthony Travel/Concur (<https://louisville.edu/finance/controller/acctops/travel>) for assistance in booking a flight or other arrangements.