

## GRADUATE STUDENT ASSOCIATION

☒ University at Buffalo *The State University of New York*  
310 Student Union, Box 602100  
Buffalo, NY 14260-2100  
☎ Phone: 716-645-2960, ☒ Fax: 716-645-7333  
[www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)

# GSA Funding Request

## CONFERENCE FUNDING

**Please be advised that applicants who are granted fee waivers are no longer eligible for GSA programs or funds. The programs and funds include, but are not limited to:**

**Conference Funding  
Editorial Assistance**

**MDRF Research Fund  
Childcare Scholarship**

### I. Purpose

All enrolled graduate students are eligible and encouraged to apply for conference funding during the time they are registered as graduate students at UB. These moneys are allocated by the GSA Senate so that graduate students can acquire useful professional experience, through presenting papers/ posters at scholarly conferences relevant to their fields of interest/ research or by participating as a conference attendee.

### II. Guidelines

There are limited funds available from GSA to supplement graduate students for attending or presenting at professional accredited academic conferences. The following guidelines govern allocation of these funds. If at any point you are uncertain about how to follow and fulfill the guidelines below, **contact the GSA**.

- A.** Currently registered graduate students may receive the following maximum funding in their graduate career.  
**Master's - \$250.00                      Doctoral - \$400.00**  
**Of your allowed limit \$150.00 may be used for attending (not presenting at) a conference.**
- B.** Applicants **MUST HAVE APPROACHED** their academic advisor and department for funding prior to the submission of the application. Forms to be signed by your advisor and department chair are included in this packet.
- C.** We encourage you to request funding from your GSA club.
- D.** Funding from GSA can only be applied to reimbursement for all or part of the conference registration fee, transportation, lodging (maximum of \$150.00/ night unless in a high demand area and received prior approval from the GSA Treasurer), and food (maximum of \$30.00 per day, but no more than \$15.00 per meal).
- E.** Applications for funding **MUST BE PRE-APPROVED** for the funding period in which the conference occurs (see attached deadline schedule). **LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!** It is your responsibility to anticipate and plan accordingly for attendance at a conference, and to submit your application for funding on time. If you do not attend the conference you can always withdraw your request without penalty.
- G.** All applications **MUST BE TYPED**, no exceptions.
- H.** Conference funding moneys will be allocated into equal funding periods. The following hierarchy of categories will determine pre-approval for these periods:
  1. Graduate students presenting at conferences who have **not** been previously funded.
  2. Graduate students presenting at conferences who have been previously funded.
  3. Graduate students attending conferences who have **not** been previously funded.
  4. Graduate students attending conferences who have been previously funded.
  5. In the event that requests in any category exceed the amount of funds allotted, the funding will be distributed equitably along pre-established criteria.

### III. Deadlines

Graduate students must adhere to the conference funding deadline schedule in order to ensure that their requests are approved and processed in a timely manner. Failure to observe these deadlines will result in **denial** of funding requests. Please read the guidelines, listed below, for further explanation.

#### CONFERENCE FUNDING SCHEDULE 2009-2010

<i>Conferences Occurring:</i>	<i>Deadline for Pre-approval Submission:</i>
September, 2009.....	August 17, 2009
October, 2009.....	September 15, 2009
November, 2009.....	October 15, 2009
December, 2009.....	November 16, 2009
January, 2010.....	December 15, 2009
February, 2010.....	January 15, 2010
March, 2010.....	February 15, 2010
April, 2010.....	March 15, 2010
May, 2010.....	April 15, 2010
June, 2010.....	May 17, 2010
July, 2010.....	June 15, 2010
August, 2010.....	July 15, 2010

### IV. Documentation

You **MUST** submit the following **two** forms to the GSA office by the deadline date in order to be considered for conference funding. **Late and/or incomplete applications will not be considered for funding.:**

#### REQUIREMENTS FOR SUBMISSION

- A.** Official GSA Conference Funding Request form, completed and signed
- B.** Conference Fund Form Letter signed by both faculty advisor and department chair

#### AFTER RETURNING FROM THE CONFERENCE

- C.** Photocopy of cover page of conference program **and**, if presenting, a copy of page where presentation is cited
- D.** Photocopy of the registration form
- E.** ORIGINAL, ITEMIZED documentation of plane fare, gas, tolls, mileage, registration, food, lodging, etc.
- F.** ORIGINAL proof of payment (receipts, canceled personal checks, credit card statement/ slip, etc.) must be submitted for a reimbursement
- G.** Conference Grant Agreement
- H.** If receiving funding from other sources, a letter from other funding source(s) detailing specifically what expenses were covered and how much for each has been reimbursed (this should be on official letterhead)

### V. Summary

Please be sure to:

- A.** Apply by the deadline appropriate for your conference (*late and/or incomplete applications will not be accepted*)
- B.** Save all your original documentation for reimbursement (original, itemized receipts, etc.).
- C.** If you have any questions, check the GSA web page ([www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)) or contact the GSA at 645-2960.

**GSA Conference Funding Request Form**  
**Personal Information**

**\*THIS FORM MUST BE TYPED\***

NAME \_\_\_\_\_

PERSON NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

YOUR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

YOUR PHONE NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Student Status (Please circle which applies)      Master's      Doctoral

Have you received GSA conference funding before?      Yes      No

If yes, please list dates and amounts \_\_\_\_\_

Are you presenting or attending? (Please circle which applies)      Presenting      Attending

**Description of Conference and Nature of Participation**

(Please specify title of conference, title of paper/poster, etc.)

Name of Conference: \_\_\_\_\_

Title of Paper Presented: \_\_\_\_\_

Description of Conference **and** Website \_\_\_\_\_

DATE(S) \_\_\_\_\_ LOCATION \_\_\_\_\_

**Funding Sources**

(Please list all cosponsors, including those from Fund Form, if any)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Estimated Allocation**

**Description of Expenditures**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Registration Fee \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

AMOUNT OF FUNDING REQUESTED.....\$ \_\_\_\_\_

(Please do not request more than you are eligible to receive)

**Estimated Expenses**

I certify that this information is complete and truthful and that I have no other funding source for this conference. I understand that failure to comply with the guidelines or misrepresentation of information is grounds for denial and future funding and/or legal recourse. **SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY**      AMOUNT APPROVED \$ \_\_\_\_\_

\_\_\_\_\_ **GSA TREASURER'S SIGNATURE**

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## Conference Fund Form Letter

Dear Faculty Adviser of \_\_\_\_\_:

Your advisee will attend/present at a conference and is requesting funding from the Graduate Student Association. Please fill in the form to let us know what kind of support this student will receive from you.

I will support conference fee by \$ \_\_\_\_\_

I will support food and lodging by \$ \_\_\_\_\_

I will support travel by \$ \_\_\_\_\_

Name \_\_\_\_\_  
Faculty Advisor

Signature \_\_\_\_\_

Dear Department Chairperson,

A student in your department will attend/present at a conference and is requesting funding from the Graduate Student Association. Please let us know the level of your support for this student by filling in the following form.

I will support conference fee by \$ \_\_\_\_\_

I will support food and lodging by \$ \_\_\_\_\_

I will support travel by \$ \_\_\_\_\_

Name \_\_\_\_\_  
Department Chair

Signature \_\_\_\_\_