

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

GSA Funding Request

Symposia Funding

(revised 7/ 09)

I. Deadlines

2009-2010 Funding Request Schedule

Fall, 2009

	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
SRD <i>(Symposia Request Deadline~ all application materials due in GSA office by closing time, this date)</i>	SEPT 2*	SEPT 23	OCT 21	NOV 18
FCM <i>(Finance Committee Meeting~ representative must attend to speak about event)</i>	SEPT 2*	SEPT 30	OCT 28	NOV 24
SM <i>(Senate Meeting~ representative must attend to speak about event)</i>	SEPT 9	OCT 8	NOV 4	DEC 2

Spring, 2010

	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>
SRD	JAN 20	FEB 17	MAR 24	
FCM	JAN 27	FEB 24	MAR 31	
SM	FEB 3	MAR 3	APR 7	APR 28*

*The first deadline, September 2, is only one week prior to the Senate meeting and the same date as the Finance Committee meeting, due to the beginning date of the new school year. Please note that the year-end Senate meeting will actually be held the fourth Wednesday in *April* rather than the first Wednesday in *May*, due to finals scheduling.

Applications for funding must be received in the GSA office by the request deadlines as outlined above. Requests must be presented on the proper forms and in accordance with the guidelines listed in this application. A representative must attend both the Finance Committee meeting and the Senate meeting where your application is to be considered. **IT IS YOUR RESPONSIBILITY TO CONFIRM TIMES, DATES, AND PLACES FOR THESE MEETINGS WITH THE GSA OFFICE.**

II. Purpose

The Graduate Symposia Fund exists to promote the creation of formal meetings that give graduate students the opportunity to prepare and present research papers, posters, programs and projects to their peers. The symposia are to be open to the public, so that all graduate students may freely apply and attend.

III. Guidelines

1. Eligibility – The symposia creation may be initiated by any graduate student or group(s) of graduate students and must be cosponsored, monetarily or in kind, by three other groups from within or outside the university community. **In addition to the sponsoring GSA Club, which must be monetary, one other cosponsor must be a GSA club.** In kind must be defined and the support must be tangible.
2. Allocation – The use of these funds are subject to the approval by the GSA Senate. The approved amount will be paid directly by GSA, not by any other means. The Finance Committee can recommend a maximum amount of **\$1200.**
3. Visibility – GSA cosponsorship must be included on all advertising (e.g. call for papers, abstract collection, program, etc.).
4. **ALL** accounting will be handled by the GSA, a recognized university office or department. Applicants must designate the accounting agent on their application. If GSA will be handling the accounting, organizers **MUST** deposit **ALL** cosponsorship money with the GSA and use the UB Ticket Office for the collection of registration fees, if applicable. Collection of registration must be set up and a contract signed with the Ticket Office at least two months prior to the event to avoid any late charges. The process is easy; we will help you with the paperwork.
5. The Finance Committee interviews the applicant(s) and reviews the proposed symposium's budget so that the Committee can recommend a funding level to the GSA Senate.
6. After the GSA Senate has approved the proposal, the GSA Treasurer should receive periodic updates on the progress made by the organizer(s) of the symposium, including the public "call for papers". As a result of updates, the Treasurer may review and increase the funding level with approval of the Executive Committee.
7. If more than 1/2 of the cosponsorship funding amount listed on the original proposal or more than 1/3 of the total funding as presented to the GSA Finance Committee is not received, the GSA will consider its allocation null and void.
8. A symposium cannot be funded retroactive to the Senate approval.
9. Reimbursement- Following the approval by the GSA Senate of the symposium project, the organizer(s) will have access to a negotiated percentage of the funds to pay for expenses associated with the preparation of the symposium.
10. Under no circumstances will graduate students be entitled to stipends. The total outside keynote speaker's stipends will not exceed 30% of the total budget of the symposium. Travel and lodging expenses for keynote speakers may be covered by symposia funds.
11. If GSA does not handle the accounting for the event, the applicant must submit a final accounting. The final accounting must include a list of cosponsors and the actual amounts contributed (include registration fees, if applicable) and a list of actual expenses along with copies of **ALL** receipts.
12. If the symposium organizers attain revenues in excess of costs, the GSA will be entitled to a partial or total refund of its contributed amount in direct proportion to these revenues.

SYMPOSIA REQUEST FORM

I. DESCRIPTION OF SYMPOSIUM

DATE: _____ TIME: _____ LOCATION: _____

II. ESTIMATES:

TOTAL NUMBER OF SPEAKERS _____
OUT OF TOWN SPEAKERS _____
ATTENDEES _____
KEYNOTE SPEAKERS/ MODERATORS _____

III. FUNDING SOURCES

<u>COSPONSORS</u> (INSERT A (P) AFTER AMOUNT IF FUNDING IS PENDING)	<u>EST. ALLOC.</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Registration fee (if applicable)	_____
TOTAL	\$ _____

IV. Accounting Agent: (Designate GSA or other UB office/department)

V. EXPENDITURES

<u>TYPE OF EXPENDITURES</u>	<u>EST. EXPENSES</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

VI. Amount of Funding Requested (V - III) \$ _____

NAME _____
DEPARTMENT _____
ADDRESS _____
PHONE NUMBER _____
EMAIL _____

IN ORDER FOR THIS FORM TO BE CONSIDERED, THE ABOVE REPRESENTATIVE MUST BE PRESENT AT THE FINANCE COMMITTEE AND SENATE MEETINGS AT WHICH THIS REQUEST WILL BE REVIEWED TO ANSWER ANY QUESTIONS REGARDING THE EVENT. CALL THE GSA OFFICE (645-2960) FOR INFORMATION ABOUT TIMES AND LOCATIONS.