

GSFF Application Cover Page

Department Representative—please fill out the top portion of this application cover page before final application submission.

Applicant Name (first and last):	
Applicant DU ID Number:	
Department:	
Dept. Representative Name:	

By printing my initials below I, the Department Representative, confirm this application has been reviewed for completion and all necessary documentation has been attached.

Dept. Representative Initials:	
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The following is to be completed during the final funding meeting.

Date of Application Review:	
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Second Reviewer Name:	
Revisions to Application:	

Third Reviewer Name:	
Revisions to Application:	

Executive Board Reviewer Name:	
Application Status:	

Graduate Student Conference Funding Application – GSA and GSPDG Common Application*

*For both Graduate Student Association and Graduate Student Professional Development Grant funding

RETURN THIS FORM TO YOUR INDIVIDUAL GRADUATE STUDENT ASSOCIATION (GSA)

Date _____ Student ID # _____

Last Name _____ First Name _____

Email _____

Academic Department or Graduate Program _____ Degree _____

GSA _____ GSA Representative Name _____

Conference/Venue _____

Date(s) _____ Location _____

Role(s): Presenter Chair Attending

☐ I would like to apply for the **Graduate Student Professional Development Grant/GSPDG** (See the Graduate Student Professional Development Grant Guidelines for eligibility requirements and instructions.)

Required Documentation

Submit the following documentation. Incomplete applications will not be considered for funding.

GSA and GSPDG

- ☐ Completed **GSA and GSPDG Common Application** with all required signatures.
- ☐ A copy of the program showing the participant's name, or an official letter or e-mail confirming presentation at the conference.
- ☐ Original, official, detailed receipts. Include only expenses for which you have receipts in your name or, if you reimbursed another individual, written confirmation from the individual that you incurred the expense. If you have any questions, please contact your GSA or the Office of Graduate Education. An original receipt must include: your name, a description of the expense, an amount, a date, and a method of payment. For receipts received electronically (e.g., an airline ticket), you must print an original version of the receipt. Photocopies of traditional or electronic receipts will not be valid and should not be included with your application.

GSPDG Only

- ☐ A current curriculum vitae or resume
- ☐ A one-page memo describing:
 - the significance of the conference
 - how participation is directly relevant to your research or graduate studies
 - your goals for the conference/activity
 - a description of other sources of funding
 - a justification of expenses for which funding is requested

Expense Log and Receipt Guidelines

Review your individual GSA and the GSPDG guidelines for details about which expenses can be submitted for reimbursement. **Include all expenses for which you are requesting reimbursement from any funding source (GSG, GSPDG or other entity) and one set of receipts.** Approved reimbursements will be issued by direct deposit or mailed to the active mailing address in MyDU.

Attach all original, official, detailed receipts. An original receipt must include: applicant's name, a description of the expense, an amount, a date, and a method of payment. If reimbursed by another individual, submit a copy of the receipt and written confirmation from the individual they were reimbursed by the applicant. For receipts received electronically (e.g., an airline ticket), you must print an original version of the receipt. Expenses related to unallowable receipts will be rejected.

Expenses	Dates	Description	Amount
Transportation			
Lodging			
Registration Fees			
Other			
Total expenses related to activity			\$
Less funding already received from Graduate Student Association (GSA)			
Less additional funding received or expected from other sources (not GSA)			
Description of additional funding :			
Total amount of GSA and GSPDG funding requested			\$

Applicant:

By signing below, I confirm that ***I have read, understand, and agree*** to all of the policies and guidelines for the reimbursements requested above. I also confirm that I am requesting reimbursement for legitimate conference expenditures and I have not been reimbursed by any other means. I understand that submitting duplicate expenses is a violation of the honor code and will be reported.

Name: _____ Date: _____

Graduate Director or Thesis/dissertation advisor:

By signing below, I confirm that the student in good academic standing and within the time limit of his/her degree at the time of the activity, and their participation is directly relevant to their research or graduate studies.

Name: _____ Date: _____