



COESA 2022-2023 Budget Policies

****This information applies to the 2022-2023 year only. The budget is subject to change and is based on funding availability.***

Mission

The mission of the College of Education Student Association (COESA) shall be to serve and represent students enrolled in the Morgridge College of Education (MCE). We strive to promote:

- Collegial and social relationships with faculty, peers, and experts in the field;
- Professional, intellectual, and social interaction between students, faculty, staff, and administration in the College of Education;
- Effective communication within the College of Education between students, faculty, staff, and administration;
- Student participation at national education conferences;
- Community within MCE and the greater University of Denver.

Financial Transparency for 2022-2023

COESA receives its funding from the [DU Graduate Student Government \(GSG\)](#) as MCE's Graduate Student Association (GSA). Each quarter, COESA receives a dollar amount depending on student enrollment at MCE for that quarter. The amount COESA receives for funding will vary from quarter to quarter. The amount available for COESA Student Conference Grants and COESA Dissertation/DRP/DIP Research Scholarships will also vary from quarter to quarter depending on student enrollment, so COESA is unable to guarantee funding for these applications. COESA does not receive its funding for Summer quarter until after Fall quarter begins, so applications for Summer quarter will not be processed until Fall quarter.

Individual MCE students may apply for COESA funding for the following opportunities, ***which combined cannot exceed \$1,000 per COESA Executive Board term*** (June 4, 2022, through June 3, 2023):

- COESA Student Conference Grants (must apply within 60 days after a conference or by the posted deadlines, whichever comes first):
 - Up to \$500 as a presenter for at an out-of-state conference*
 - Up to \$300 as a presenter for an in-state conference or virtual conference*
 - Up to \$150 as a non-presenter for attending a conference*

*Please keep in mind that DU travel restrictions during the global pandemic may prevent funding for in-person conference attendance during the global pandemic. Students may apply for a COESA Student Conference Grant to cover costs associated with presenting at or attending a virtual conference.

- Students should submit the COESA Student Conference Grant Application after a conference has occurred, not only after purchases have been made for an upcoming conference.
- [Please see the additional instructions for applying for a COESA Student Conference Grant.](#)
- COESA Dissertation/DRP/DIP Research Scholarships:
 - Up to \$500 to support dissertation, doctoral research project, or dissertation in practice research, provided that the dissertation/DRP/DIP proposal has been accepted by the faculty committee and that the research is not fully funded by another resource.
 - The COESA Dissertation/DRP/DIP Research Scholarship can be received only once during their program of study; students cannot submit multiple applications for additional funding in separate years.
 - Please note that this funding cannot be combined with [MCE Dissertation Grant Funding Support](#); students may not receive both awards.
 - [Please see the additional instructions for applying for a COESA Dissertation/DRP/DIP Research Scholarship.](#)

COESA-recognized student associations may apply for reimbursement for funding through COESA Student Association Grants:

- Student associations may receive up to \$500 in reimbursement per year for food expenses, educational materials, or supplies.
- Events considered for COESA Student Association Grant funding must be held June 4, 2022, through June 3, 2023.
- It may be possible for COESA to assist with making payments directly to vendors rather than having student leaders seek reimbursement after an event; to explore this opportunity, submit the COESA Student Association Grant Application and all required materials to COESA.Treasurer@du.edu at least 7 weeks prior to the event.
- Representatives of COESA-recognized student associations seeking reimbursement following an event must submit the COESA Student Association Grant Application within 60 days after the event or by the posted deadlines, whichever comes first.
- [Please see the additional instructions for applying for a COESA Student Association Grant.](#)

COESA Student Conference Grants

General Information

- **Student eligibility:** Students must be a current student during the time of the conference to apply for a grant. All applications made for events that take place after the requesting student has graduated, withdrawn, or was dismissed from MCE will be denied.
- **Eligible expenses for a COESA Student Conference Grant application:**

- Students may apply for COESA Student Conference Grants for the following expenses:

- Presentation supplies (handouts, poster printing, a slideshow remote, etc.)
- Conference registration
- Lodging*
- Transportation (flight, train, bus, taxi, Uber/Lyft, rental car, fuel)*

*Please keep in mind that DU travel restrictions during the global pandemic may prevent funding for in-person conference attendance during the global pandemic. Students may apply for a COESA Student Conference Grant to cover costs associated with presenting at or attending a virtual conference.

- COESA Student Conference Grant funding will **not** be approved for the following expenses for conferences and travel:

- Association memberships
- Additional conference events beyond general registration (e.g., special dinners, luncheons)
- Conference parties
- Conference dinners
- Meal and food expenses
- Alcohol
- Sales tax

- **Total funding:** Students may only receive up to \$1,000 total in funding from COESA per COESA Executive Board term.

- COESA Student Conference Grants will be considered in the following amounts per conference, depending on the type of conference attended:

- Up to \$500 as a presenter for at an out-of-state conference*
- Up to \$300 as a presenter for an in-state conference or virtual conference*
- Up to \$150 as a non-presenter for a conference*

*Please keep in mind that DU travel restrictions during the global pandemic may prevent funding for in-person conference attendance during the global pandemic. Students may apply for a COESA Student Conference Grant to cover costs associated with presenting at or attending a virtual conference.

- Applications from students who have already received \$1,000 in total from COESA during the current COESA Executive Board term will be denied by COESA; however, students may seek funding from the Graduate Student Professional Development Grants awarded by the Office of Graduate Education, when funding is available.
- Students who have received partial funding for a COESA Student Conference Grant in the prior academic quarter may seek additional funding from the Graduate Student Professional Development Grant (GSPDG). When funding is available, the GSPDG is managed by the Office of Graduate Education. Please review their forms, policies, and conference date information online at <https://portfolio.du.edu/travelgrants/page/89226>. Be that you submit the completed PDF application to COESA.Treasurer@du.edu by COESA's deadlines for COESA Student Conference Grant Applications. COESA and the MCE budget staff will review your materials in a timely manner and submit them on your behalf for GSPDG consideration, if the Office of Graduate Education has indicated that there is funding available.

- **Electronic application materials and receipts:** All applications must contain PDFs or scans of receipts e-mailed to COESA.Treasurer@du.edu. During the 2022-2023 academic year, ***no paper copies of applications or receipts will be accepted***; however, you should keep hard copies of receipts and your COESA application materials for your own records.
 - If you split the cost of your travel (e.g., lodging, rental car, etc.) with another student(s), submit the following items as proof:
 - Venmo receipt with a description or the shared travel item. For example, you can write: “This is for a room share for _____ (name of conference).”
 - If you paid cash or check: Include an email from you to the person you shared a room with describing the payment transaction and their reply confirming the transaction. Do **NOT** submit PDFs, scans, or copies of personal checks.
- **Deadlines:** Students must apply for a COESA Student Conference Grant within 60 days after attending a conference **or** by the deadline listed below, whichever comes first. Applications submitted after the 60-day window following a conference will not be processed. Students should submit the COESA Student Conference Grant Application after a conference has occurred, not just after purchases have been made for an upcoming conference. If you need assistance determining the deadline for a specific request, please e-mail COESA.Treasurer@du.edu.
 - Students selected to receive a COESA Student Conference Grant will not be awarded grants for summer conferences until during the following Fall Quarter.
 - COESA Student Conference Grants related to summer 2022 conferences are subject to the 2022-2023 COESA Executive Board’s budget policies and availability of funding.
 - Once COESA has used its funds for that quarter it is unable to award additional grants for that quarter. Applications from the previous quarter will not be held for consideration in subsequent quarters.

Conference date	COESA Student Conference Grant application deadline* <i>Apply within 60 days after the conference date or this deadline, whichever comes first.</i>	Date COESA Student Conference Grant reimbursements will be disbursed, if application is approved
June 2, 2022-September 10, 2022	October 1, 2022	Before end of Fall Quarter 2022
September 11, 2022-November 30, 2022	December 15, 2022	By end of Winter Quarter 2023
December 1, 2022-February 28, 2023	March 15, 2023	By end of Spring Quarter 2023
March 1, 2023-June 3, 2023	June 10, 2023	By end of Summer Quarter 2023

*If you are seeking GSPDG funding (when available), be sure you submit your forms first to COESA.Treasurer@du.edu, since the [GSPDG Common Application](#) requires review by COESA prior to their published deadlines.

COESA Student Conference Grant Award Priorities

COESA will award grants based on the following priorities. This list is subject to change based on the discretion of the COESA Executive Board and is subject to available funding. Please review the COESA Student Conference Grant Scoring Rubric for a detailed representation of how these factors are weighed within the COESA Executive Board's review of application materials.

- Applications for presenters will be prioritized over non-presenters.
- Applications for in-state conferences will be prioritized over out-of-state conferences.
- Applications for students that have not received funding in previous academic years will be prioritized over students that have received funding in the previous year. (Students who received the maximum \$1,000 in COESA funding in the previous year will receive less priority for consideration for a new COESA Student Conference Grant to ensure that more students have an opportunity for funding.)
- Applications for students who collaborated with a faculty member or other students at MCE or DU will be prioritized over students who did not collaborate.
- Applications for students that collaborated across departments in MCE or DU will be prioritized over students that did not collaborate across departments in MCE or DU.
- Applications for conferences that directly connect to the student's area of scholarship will be prioritized over applications that do not directly connect to the student's area of scholarship.
- COESA will also consider the quality of the student's personal statement when awarding grants.

COESA Student Conference Grant Application Instructions

1. Download the **COESA Student Conference Grant Application for 2022-2023** from the COESA DU Portfolio site (<https://portfolio.du.edu/COESA/page/53078>). Older versions of the form will not be accepted.
2. Complete the COESA Student Conference Grant Application in Adobe Reader. (Reader is available as a free download at <https://get.adobe.com/reader/>.)
 - a. Most web browsers do not allow users to save information in PDFs.
 - b. If using Preview to complete the COESA Student Conference Grant Application, please be sure that you Print the document as a PDF to save your information. (Sometimes only saving the PDF in Preview makes the completed fields show up as blank. You can avoid this by either Printing the document as a PDF or by using Adobe Reader instead.)
3. E-mail the completed COESA Student Conference Grant Application, personal statement, and PDFs or scans of receipts to COESA.Treasurer@du.edu.
4. No paper forms or receipts will be accepted during the 2022-2023 academic year.

COESA Dissertation/DRP/DIP Research Scholarships

General Information

- **Student eligibility:**

- In lieu of conference attendance/participation, students may apply for up to \$500 in dissertation/DRP/DIP funding; however, the total funds awarded by COESA to an individual student for COESA Student Conference Grants and COESA Dissertation/DRP/DIP Research Scholarships may not exceed \$1,000 within one COESA Executive Board term.
- Students may apply for COESA Dissertation/DRP/DIP Research Scholarship only once during their program.
- Please note that this funding cannot be combined with [MCE Dissertation Grant Funding Support](#); students may not receive both awards.
- Students who have successfully defended their dissertation/DRP/DIP proposal may apply for funding support for their dissertation/DRP/DIP up to the amount of \$500.
- Students are eligible for COESA Dissertation/DRP/DIP Research Scholarships only after the dissertation/DRP/DIP proposal has been accepted.
- Students must obtain advisor signature stating that this research is ***not fully*** funded by any other resource.
- Students must be a current student to apply for a research scholarship. All applications made for events that take place after the requesting student has graduated, withdrawn, or was dismissed from MCE will be denied.
- **Total funding:** Students may only receive up to \$1,000 total in funding from COESA per COESA Executive Board term.
- **Electronic application materials:** All applications must contain PDFs or scans of receipts e-mailed to COESA.Treasurer@du.edu. During the 2022-2023 academic year, ***no paper copies of applications or receipts will be accepted***; however, you should keep hard copies of receipts and your COESA application materials for your own records.
- **Deadlines:** Students must apply for a COESA Dissertation/DRP/DIP Research Scholarships within 60 days after the date their dissertation/DRP/DIP **proposal** was defended and accepted **or** by the deadline listed below, whichever comes first.

Window for having the dissertation/DRP/DIP proposal defended and accepted	COESA Dissertation/DRP/DIP Research Scholarship application deadline* <i>Apply within 60 days after the proposal defense/approval date or this deadline, whichever comes first.</i>	Date COESA Dissertation/DRP/DIP Research Scholarships will be disbursed, if application is approved
June 2, 2022-September 10, 2022	October 1, 2022	Before end of Fall Quarter 2023
September 11, 2022-November 30, 2022	December 15, 2022	By end of Winter Quarter 2023
December 1, 2022-February 28, 2023	March 15, 2023	By end of Spring Quarter 2023
March 1, 2023-June 3, 2023	June 10, 2023	By end of Summer Quarter 2023

If you have a question about your eligibility to apply for COESA Dissertation/DRP/DIP Research Scholarship based on the date when you defended your proposal, please e-mail COESA.Treasurer@du.edu.

COESA Dissertation/DRP/DIP Research Scholarship Application Instructions

1. Download the **COESA Dissertation/DRP/DIP Research Scholarship Application for 2022-2023** from the COESA DU Portfolio site (<https://portfolio.du.edu/COESA/page/53078>). Older versions of the form will not be accepted.
2. Complete the COESA Dissertation/DRP/DIP Research Scholarship Application in Adobe Reader. (Reader is available as a free download at <https://get.adobe.com/reader/>.)
 - a. Most web browsers do not allow users to save information in PDFs.
 - b. If using Preview to complete the COESA Student Conference Grant Application, please be sure that you Print the document as a PDF to save your information. (Sometimes only saving the PDF in Preview makes the completed fields show up as blank. You can avoid this by either Printing the document as a PDF or by using Adobe Reader instead.)
3. E-mail these documents to COESA.Treasurer@du.edu:
 - a. The COESA Dissertation/DRP/DIP Research Scholarship Application PDF
 - b. A three- or four-page document (double-spaced, 12-point font, 1-inch margins) addressing the following criteria:
 - i. A description of the need for the study or statement of the problem.
 - ii. A description of the research questions, hypotheses, or objectives.
 - iii. Methods and the analytic approach.
 - iv. The significance or expected scholarly outcomes of the project.
 - v. The form and outlets for presentation of the findings after successfully completing the dissertation/DRP/DIP.
 - c. A one-page budget, developed in consultation with your dissertation chair. If your budget includes gift cards for research with human subjects, please consult your dissertation chair and IRB for guidelines regarding reporting the use of gift cards.
4. No paper forms or receipts will be accepted during the 2022-2023 academic year.

COESA Student Association Grants

General Information

- **Student association eligibility:** To be eligible for consideration for COESA Student Association Grants, each student association at MCE must complete annual forms to be recognized by COESA. Please review the forms on the COESA DU Portfolio site at <https://portfolio.du.edu/COESA/page/53078>
 - Students requesting reimbursement on behalf of their COESA-recognized student association must be current students during the time of the event to request grant funding. All requests made for events that take place after the requesting student has graduated, withdrawn, or was dismissed from MCE will be denied.

- **Eligible expenses for a COESA Student Association Grant application:**
 - It may be possible for COESA to assist with making payments directly to vendors rather than having student leaders seek reimbursement after an event; to explore this opportunity, submit the COESA Student Association Grant Application and all required materials to COESA.Treasurer@du.edu **at least 7 weeks prior to the event.**
 - Students may apply for reimbursement via COESA Student Association Grants for the following expenses within 60 days following an event:
 - Food expenses (Please remember that a list of attendees must be included with reimbursement materials. [COVID event protocols](#) may prohibit purchasing food for events.)
 - Educational materials
 - Supplies for events (Preferred vendors are Staples and Amazon)
 - Honoraria for guest speakers: Please also submit the [Honorarium Payment Request Form](#) and e-mail COESA.Treasurer@du.edu to confirm that none of the following criteria apply. If the answer to any of the below questions is yes, the payment **cannot** be processed as an honorarium:
 - Is the individual a business, corporation, or partnership?
 - Was the payment amount negotiated between the University and the individual?
 - Is there a contractual agreement?
 - Are the individual's services recurring?
 - Is the individual an employee or student employee?
 - Did the individual set the price?
 - COESA Student Association Grant funding will **not** be approved for the following expenses:
 - Alcohol
 - Sales tax (Please print and review the information about using DU's tax exempt certificate on the COESA DU Portfolio site at <https://portfolio.du.edu/COESA/page/53078>.)
- **Total funding:** Each COESA-recognized student association at MCE may apply for reimbursement for up to \$500 for events held June 4, 2022, through June 3, 2023.
- **Electronic application materials and receipts:** All applications must contain PDFs or scans of receipts. During the 2022-2023 academic year, ***no paper copies of applications or receipts will be accepted***; however, you should keep hard copies of receipts and your COESA application materials for your own records.
- **Deadlines:** COESA-recognized student associations at MCE may apply for reimbursement for events held from June 4, 2022, through June 3, 2023. Student Associations should submit the COESA Student Association Grant Application after the event has occurred, not just after purchases have been made for an upcoming event. If you have questions regarding the specific amount your organization is eligible to receive please email COESA.Treasurer@du.edu.
 - Submit the COESA Student Association Grant Application and all required materials to COESA.Treasurer@du.edu **at least 7 weeks prior to the event** if you are interested in exploring whether COESA could make payments directly to vendors rather than seeking reimbursement for expenses after an event.
 - Applications need to be submitted within 60 days after the occurrence of the event. Applications received after the 60 days will not be approved.

- Events occurring after June 3, 2023 are subject to the policies for the 2023-2024 COESA Executive Board.
- Neither COESA nor the MCE Budget and Planning Office provide assistance with event planning or execution. You may find it helpful to review [these recommended timelines and resources associated with planning an event on campus from the DU Office of Student Engagement](#); however, please note that these are resources maintained by a separate office outside of MCE, so the processes referenced may be geared more toward undergraduate organizations and would not necessarily apply to COESA-recognized student associations. (For example, any references on the Office of Student Engagement sites to fundraising, OrgSync, a P-Card Request Form, CrimsonConnect, or the Undergraduate Student Government would not apply to COESA-recognized student associations.)

COESA Student Association Event Date	COESA Student Association Grant application deadline* <i>Apply within 60 days after the event or this deadline, whichever comes first.</i>	Date COESA Student Conference Grant reimbursements will be disbursed, if application is approved
June 2, 2022-September 10, 2022	October 1, 2022	Before end of Fall Quarter 2022
September 11, 2022-November 30, 2022	December 15, 2022	By end of Winter Quarter 2023
December 1, 2022-February 28, 2023	March 15, 2023	By end of Spring Quarter 2023
March 1, 2023-June 3, 2023	June 10, 2023	By end of Summer Quarter 2023

Additional Funding

- Student organizations that wish to request additional funds beyond the \$500 per year have the opportunity to submit an application to COESA for additional funds and present their request at a COESA Executive Board meeting.
- Requests for additional funds need to occur prior to the event. Applications that exceed the allotted \$500 per year that did not receive pre-approval will not be approved. Submitting an application and presenting to COESA a request for additional funds does not guarantee that the application will be approved, and all additional funding requests are subject to funding availability. For more information on the process to apply for additional funds, please email COESA.Treasurer@du.edu.

COESA Student Association Grant Application Instructions

To apply for a COESA Student Association Grant:

1. Download the **COESA Student Association Grant Application for 2022-2023** from the COESA DU Portfolio site (<https://portfolio.du.edu/COESA/page/53078>). Requests using an older version of the form will not be accepted.

2. Complete the COESA Student Association Grant Application in Adobe Reader. (Reader is available as a free download at <https://get.adobe.com/reader/>.)
 - a. Most web browsers do not allow users to save information in PDFs.
 - b. If using Preview to complete the COESA Student Conference Grant Application, please be sure that you Print the document as a PDF to save your information. (Sometimes only saving the PDF in Preview makes the completed fields show up as blank. You can avoid this by either Printing the document as a PDF or by using Adobe Reader instead.)
3. E-mail the completed COESA Student Conference Grant Association Application and PDFs or scans of receipts to COESA.Treasurer@du.edu.
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