

Seattle University Graduate Student Council Request for Funds Guidelines

2020-2021 AY GSC Funding Policy

Please carefully review the policies and guidelines as things may have changed.

MISSION

The Graduate Student Council represents all graduate and professional students of Seattle University. The GSC works with all members of the University to advance services and policies, and to foster a community that better meets the needs and improves the experience of the graduate and professional students of Seattle University.

PURPOSE

The Graduate Student Council budgets funds for allocations to SU graduate students for personal and professional development. These funds may be used for events and professional pursuits that promote community among the graduate and professional student body and uphold the mission and values of Seattle University.

The GSC Funding Request process was established to assist Seattle University graduate students in attending and participating in professional conferences and events pertaining to their field of study. Conference attendance plays an important role in academic growth and development by providing the opportunity for training, networking, and exposure to the latest research.

Funding is for graduate students attending a conference or event related to their field of study.

- Multiple students may attend the same conference, yet the intent is to allow attendance at a wide variety of conferences to as many students as possible. A limit on the number of students at a single conference will be determined by the Finance Committee.
- GSC financial support is limited. The GSC Council, in coordination with the Executive Board and Finance Committee, makes the final funding determination.
- The intent is to allow as many students as possible to attend conferences. Once a student has attended a conference, that student will not be considered for another conference that same academic year until all students seeking have been given adequate opportunity to attend a conference.

** Reimbursement requests can be submitted to the Finance Committee and will be addressed on a case-by-case basis.

NOTE: STUDENTS ATTENDING CONFERENCES ARE EXPECTED TO HELP PROMOTE THE INVOLVEMENT AND PRESTIGE OF SEATTLE UNIVERSITY WHILE ATTENDING CONFERENCES. PROFESSIONAL CONDUCT IS TO BE EXPECTED.

What is GSC Funding and how can it be used?

- GSC funding comes directly from the student activity fee. Students attending conferences are accountable to their fellow students because they are spending their classmates' money. The Individual Conference Grant is to support and facilitate graduate and professional student research initiatives and professional formation through attendance of professional
- The Individual Research Grant is designed to help offset the costs associated with scholarly research and conference attendance that is not directly funded by other agencies,

schools/departments within the university, or grants to advising faculty members and/or co-researchers.

How do I qualify for GSC Funding through an Individual Grant?

- You must be a currently enrolled full-time or part-time Seattle University graduate student seeking financial support for the cost associated with attending or presenting at a professional conference. This cost may include: airfare, transportation, lodging or conference **at a standard rate**
- Students are responsible for seeking funds from their college or department BEFORE coming to GSC. Please contact your college/department ask what funds are available
- Students apply for GSC funds AFTER seeking funding from outside sources:
 - Please submit proof of rejection, missed deadline, etc. (e.g., email chain),
 - If outside funding does not cover the total cost: submit proof of funding
- GSC does **not** reimburse graduate students for food purchases or any advanced purchases (e.g., business/first class airfare, luxurious lodging rate, etc.). Funding can be applied to airfare, transportation, lodging expenses, and conference
- GSC funds will only be applied to cover conference-related travel expenses. If the GSC approves the student for an amount greater than the student's original receipts total, *the balance will remain with the GSC and will not be distributed to the student.*

(Example: *If the student is approved for \$100.00 of GSC funding, but only spends \$80.00 at the conference; only \$80.00 will be provided to the student. The GSC will retain the remaining \$20.00, which can then be applied to funding for other students.*)

What is the application process for the Individual Research/Conference Grant?

- Fill out the online form/application at [ConnectSU](#). Applications are strongly recommended be received 30 days prior to the event. These are based on when you will be ATTENDING the conference. Be aware that you must be very specific as to what expenses you would like reimbursed, and a detailed budget is required.
- Please make sure to have your faculty/advisor/mentor(s) approve your application.

Research and Conference Grants (RCG)

The purpose of these grants is to support and facilitate graduate and professional student research initiatives and professional formation through attendance of professional conferences. The program is designed to help offset the costs associated with scholarly research and conference attendance that is not directly funded by other agencies, schools/departments within the university, or grants to advising faculty members.

No usual or customary expenses will be covered, such as rent, pay for assistants, transcription (except in case of a documented disability), or for resources that may be used or acquired for free through Seattle University.

Typically, awards are granted to students whose research activities fall within three categories:

- (1) conference attendance, (2) conference presentation, or (3) professional development/general research.

Students in these categories can be granted up to **\$1000** for their expenses related to **conference attendance, conference presentations, travel, lodging, and professional development/general research.**

***** Any request over the limit is subject to The Finance Committee's approval on a case by case basis*****

The GSC reserves the right to increase or decrease these amounts if the specific research activities warrant such. *However, please note that increases are rare and will only be awarded in exceptional circumstances by the GSC Executive Board and/or Finance Committee*

Guidelines for RCG Funding

1. The student who is granted the reward is the only individual who can be paid out from that award. The GSC can only reimburse for actual expenses incurred by that student.
2. Before any reimbursements can be issued, the GSC Finance Chair must receive proof of registration at the conference. For presenters, documentation indicating said presentation must also be submitted.
3. To receive reimbursement, the student must submit the following:
 1. Itemized receipts, bills, or boarding passes
 2. Funding Request Form
 3. Travel Budget
 4. All reimbursement paperwork must be attached to ConnectSU application and/or submitted to the GSC VC of Finance at GSCFinance@seattleu.edu
5. **All receipts must be attached to ConnectSU application. Only itemized receipts will be accepted**