

UNIVERSITY *of* NORTHERN COLORADO



GRADUATE STUDENT ASSOCIATION GRANT GUIDELINES

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1. Introduction

The Graduate Student Association (GSA) at the University of Northern Colorado is a student-fee funded organization and all activities and initiatives are financed through fees charged to the student body. The GSA grants are meant to be supplemental in nature to aid in the academic and professional of UNC's graduate students. Due to the limited nature of student fees there is no way that GSA can fully support the financial needs of each grant applicant. Each application cycle is highly competitive and designed to expose graduate students to the scrutiny of grants in the public and private sectors. Failure to comply with the guidelines in this document or provide sufficient information (incomplete answers, missing supplemental materials, etc) will result in an *automatic dismissal* of the application.

Any questions or concerns regarding the grant application, grant process, or grant decisions should be directed to the Graduate Student Association President by email (gsa@unco.edu).

2. Grant Overview

There are three different grant types graduate students are eligible to receive through GSA: Research Grants, Conference Presentation Grants, and Conference Attendance Grants. Research and Conference Presentation Grants can be funded up to \$600 per application whereas Conference Attendance Grants will only be awarded up to \$200 per application. Funding amounts are calculated based on the number of approved grant applications in a cycle and the total dollar amount allocated by GSA for that particular cycle. Graduate students may receive two grants per fiscal year. Additionally, students can apply for two grants within one grant session (e.g. submit two grants during the fall grant session) but may only receive two grant awards total per fiscal year. The UNC fiscal year is July 1 through June 30. All grants are on a reimbursement bases and will only be reimbursed with proof of payment such as a receipt

or invoice. The reimbursement will only be up to the amount paid (with documented proof of payment) even if the award was a higher amount.

3. Eligibility

Any University of Northern Colorado (UNC) graduate student who is in good standing with the University may apply for a GSA grant regardless of campus (Greeley, Denver, Loveland, Colorado Springs, Online, etc.). Applicant must be enrolled during the current term (minimum of 1 credit) in a Graduate program at the University of Northern Colorado. If you have completed less than 18 total Graduate credit hours at UNC, you must be enrolled in a minimum of 6 credits to be eligible for funding. For students in the Masters of Public Health, or other multi-campus graduate program, a course schedule printed from ursa.unco.edu must be provided.

- **SUMMER GRANTS:** If an applicant is not enrolled in courses that will be completed during the summer sessions, they must provide a copy of their upcoming fall schedule that indicates continued enrollment as a graduate student at UNC.

4. Grant Types

- A. **Research:** If your research requires you to purchase certain materials, you can request a GSA grant to help cover expenses up to the funding cap. All physical materials purchased with university monies must be returned to GSA for future students to use. Certain expenses cannot be covered with GSA funds, please see below for allowed/prohibited expenses.
- B. **Conference Presentation:** If you are invited to present at a conference, you can request a GSA grant to help cover travel/conference expenses up to the funding cap. GSA is aware that “presentation” can mean different things to different fields. Generally, if the activity in question requires the graduate student to express knowledge in one capacity or another (i.e. round table facilitator, poster session, lecture, etc) this will be considered presenting at the conference. Acceptance of the presentation from the conference must be provided with the application. Certain expenses cannot be covered with GSA funds, please see below for allowed/prohibited expenses.
- C. **Conference Attendance:** If you wish to attend a conference, you can request a GSA grant to help cover travel/conference expenses up to the funding cap. Please note Conference Attendance grants have a lower maximum amount of funding. Certain expenses cannot be covered with GSA funds, please see below for allowed/prohibited expenses.

GSA conference grants are only for applicants who physically attend their conference. If an applicant receives a GSA award for a conference, but does not actually attend the conference,

the applicant's GSA award is considered void. Applicants who do not attend their conference in person may NOT use the award even if the applicant has already incurred some expenses.

Receiving a conference award is dependent on the recipient attending the conference in person.

5. Allowed and Prohibited Expenses

Conferences - GSA grants will *only* cover the following conference expenses:

- Airfare/Bus/Train (mass transit) costs
- Mileage for car travel.
 - Mileage rates per mile are determined by the state of Colorado.
 - Mileage can be calculated using online trip mapping software (i.e. Google Maps, MapQuest, etc.) from the applicant's home to the conference location.
- Hotel accommodations
- Conference registration fee (NOT a membership to the organization)
- Transportation (airport shuttle, taxi, etc.)
- Parking

Research - GSA understands that UNC graduate students conduct a wide variety of research and will try to accommodate a wide array of requests. Research expenses can range from travel to research location, to lab materials, to copy costs. Please inquire with the GSA president if you are unsure if the cost will be accepted or not.

Below are expenses **never** covered by GSA funds, regardless of grant type:

- Spouse/child/friend travel expenses
- Alcohol and food purchases
- Membership fees. Many organizations that hold conferences require presenters to join their organization. You cannot use GSA funds to pay for membership costs, though you can use GSA funds to pay for the registration fees
- Textbooks, published music scores, etc.
- Payments to individuals (research assistants, etc).
- Research subject incentives (food, money, gift cards, etc.)
- Thesis/dissertation/research typing, editing, or transcription costs
- Thesis/dissertation/research publishing expenses (copy and binding costs)
- Fees involved in the publication of research
- Tuition costs
- Software that is available on campus
 - If a student would like to request software that is available on campus, they must provide a strong rationale for why they cannot access the already available

resource (e.g. distance learner, completing an internship in another state, etc.). This rationale should be included on a separate document that is submitted with your grant application prior to the grant session deadline.

PLEASE NOTE: students conducting research or traveling under a faculty/staff secured grant (such as federal or state grant) will not be eligible for any GSA monies for that project or conference. The UC Business Office will cross check to ensure that students do not receive funding in excess of their actual expenses. If you are unsure if this pertains to you please contact GSA. If you are awarded funds that the UC Business Office determines to be in excess of your expenses your GSA award will be withdrawn.

6. Application Process

Beginning in the spring of 2014 all GSA grant applications will be completed and submitted online. The application must be completed in its entirety. There will be no exceptions made for incomplete application. The application can be found online and requires applicants to fill out student information.

Research grant applications require: student and financial information, three narrative questions, an uploaded copy of the student's current course schedule, an IRB/IACUC approval or statement as to why approval is not needed for the research project, and a detailed budget for research expenses.

Both Conference Grant applications require the following: student, conference, and financial information, three narrative questions, an uploaded copy of the student's current course schedule, and an upload of the conference presentation confirmation if applicable.

Each application requires applicants to answer the following three questions:

- i. One addressing how this funding will contribute to your education.
- ii. One addressing how this funding will contribute to your future career.
- iii. One addressing how this funding will contribute to the betterment of UNC

Grant application deadlines are published on the GSA website (<http://www.unco.edu/gsa>) and will also be communicated by email over the Graduate Student Listserv. No late applications will be accepted.

After the application deadline the GSA Council will meet to review the submitted application and make award decisions. Applicants will be notified of their status within two weeks (14 days) of the grant deadline.

7. Appeals

In the event that the grant application is denied the applicant has the opportunity to appeal the grant decision. The applicant must submit a written request to the GSA President (gsa@unco.edu) for appeal within two weeks (14 days) of being notified of their grant status. All appeals must be submitted to the President by email. The request should outline the basis for the grievance and how the decision was either arbitrary or capricious. The GSA President will then meet with either the Dean of the Graduate School or the Assistant Dean for Student Life to review the appeal within one week (7 days) of receipt.

8. Process to Receive Your Reimbursement

This section briefly explains some of the procedures for how to receive reimbursement from your GSA grant.

When you are awarded funds you will receive an award letter from the GSA President with detailed instructions. This award letter must be printed and presented to the UC Business Office in order for them to process your reimbursement.

SAVE ALL OF YOUR RECEIPTS

Do not upload your receipts with your GSA grant application. By university regulations, the GSA President cannot disperse money. This has to be done through the Business Office. If, for any reason, you cannot go to the Business Office, applicants should contact them and arrange a means of getting the applicant's receipts to the Business Office. If you need to mail in your receipts, please contact the Business Office (NOT the GSA President) and make arrangements directly with them. This will expedite the process for all parties.

The most efficient way to receive your funds is through direct deposit. Please note that the Business office cannot, and will not, cut you a check on the spot. The turnaround time from when you drop off your receipts and materials may take a few weeks.

Be courteous with the Business Office employees. They are bound to follow University protocols and procedures. **Applicants who are found to be rude or hostile to the Business Office employees may have their GSA grant revoked by the GSA President.**

The Business Office contact information is as follows:

Donna Steffins: Donna.Steffins@unco.edu

Cherise Dekraai: Cherise.Dekraai@unco.edu

Phone number: 970.351.1308 or 970.351.1309

9. Example Research Budget Expense Sheet

This should be a detailed and itemized list of proposed expenses. **Please be sure to give exact name of any equipment (brand, model number) and an expected date that all tangible materials will be returned to GSA.** Include a total of all expenses. You do not have to keep it within the grant caps (but remember you will not be given more than the cap).

Please try to avoid the use of acronyms, instead give the full title of the expense item (e.g. Figural Intersection Test instead of "FIT"). Due to GSA covering expenses for a variety of different fields, the full title of expenses ensures that the reviewers know exactly what items you are requesting funding for. Also, do not list any items with ambiguous names (e.g. "Online Survey"). Be as exact with the title as possible. If it is an item you created yourself, list that title as whatever you would label the item for your experiment (e.g. "Feelings Response Survey" instead of "survey"). Try to be as exact as possible about your expenses, what exactly they were for, and exactly how much for each item.

Acceptable Expense sheet (*Prices are random and for example purpose only)

John Doe Expense Sheet				
<u>Item</u>	<u>Cost Per Item</u>	<u>Qty</u>	<u>Price</u>	<u>Expected Return Date</u>
Dell Inspiron Mini 10 (1018)Netbook Computer - used to analyze data	\$450.00	1	\$450.00	May 2012
Figural Intersection Response Survey Copy Costs	\$0.08	500 copies	\$40.00	N/A
			TOTAL = \$490.00	