APPLYING FOR A CONFERENCE/RESEARCH SCHOLARSHIP

1) Obtain and fill out a Graduate Student Association Conference Travel & Research Scholarship Request Form.
   - Forms can be obtained from the Graduate Studies Office, Barnard 102 or on the GSA website.
   - Be sure to fill out the entire form.
   - Attach any informative documents such as travel / lodging quotes, as well as registration materials and information.

2) Return form to the Graduate Studies Office, Barnard Hall Room 102, at least 10 days prior to a GSA Executive Board meeting. Dates of the meetings are on the GSA website http://web.ccsu.edu/grad/gsa/default.htm.

3) The GSA does not facilitate reimbursement, applications should be submitted and approved prior to making any travel arrangements.

4) Please be sure to include your e-mail address or phone number for questions that may arise during the review of your application.

5) The Vice President of Finance will contact you to discuss the approval status of your application by e-mail or phone within a week of GSA meetings. The Vice president will attach a W-9 and Scholarship Agreement Form (which states that you will return to receipts that prove the funds were used in an appropriate manner.

6) Once you have been approved you must fill out a W-9 form and the Scholarship Agreement form to Student Activities/Leadership Development Business Office, on the second floor of the Student Center.

7) A check will be mailed to you.

8) You have 30 days after the conference or research project completion to provide receipts to the Office of Student Activities/Leadership Development or your university account will be charged the scholarship amount.

NOTES:

- Scholarships for conference attendance is limited to the following items: travel, lodging, registration, estimated gas mileage and presentation supplies. We do not provide a food allowance
- Graduate students are allowed three scholarships (any combination of research/conference) per graduate degree.
• Research scholarships may not exceed $500, and conference scholarships may not exceed $1000.
• The GSA looks to fund those scholarships that benefit graduate students in their program of study and the campus as a whole, not those requests which are personal in nature.
• The GSA will only provide scholarships to Resident graduate students. Resident graduate students are those that still participate in coursework on campus. A non-resident graduate student is a student that has finished their on-campus coursework.
• If you have any questions or concerns will consult the GSA constitution or contact an executive board member.

Fall 2011 – Spring 2012 GSA Board Information:

Kaitlyn Dyleski, VP of Finance  Veronica Young, GSA President
st_dyleskik@ccsu.edu  st_vy3332@ccsu.edu
2011 - 2012 CONFERENCE / RESEARCH SCHOLARSHIP APPLICATION

Date: ________________________________

Directions and explanation of funding process:
1. Complete this form. Please include all signatures, copies of presentation materials, thesis proposals, and any other materials appropriate to your request in order to justify your expenditure.
2. Submit this form and all materials to the Graduate Studies Office, Barnard Hall Room 102 at 10 days prior to the GSA Executive Board meetings.
3. Please allow at least 30 days from submission of application for approval.

Please complete the following information:
Name: ________________________________ Enrollment Status: [ ] Part Time [ ] Full Time
ID: ________________________________
Address: ________________________________ City: ________________________________
State: _______  Zip Code: ____________ Home/Cell Phone: (___)______________________
Work Phone: (___)__________________  Fax: (___)______________________
E-mail Address: ________________________________

Please check the type of grant you are applying for:
[ ] Research Scholarship    [ ] Conference Scholarship

Major: ________________________________ School: ________________________________
Academic Advisor: ____________________ Signature of Advisor: ____________________

Conference Scholarship

Scholarships for conference attendance is limited to the following categories. Please indicate the amount requested for the necessary categories.

Travel: $_____________ Lodging: $_____________ Registration: $_____________
Presentation Supplies: $_____________ Estimated Gas $_____________
Conference Name: ________________________________
Conference Location ________________________________
Conference Dates___________________________
TOTAL AMOUNT REQUESTED: $___________________

**Research Scholarship**

Please submit a document stating specifically what the funds will be used for i.e. supplies, research equipment, etc.

All scholarship applications require a detailed budget. Please attach a detailed budget to this form and return to the GSA Vice President of Finance.

**Graduate Students are allowed a total of three grants (any combination of research/conference) per graduate degree. Students must have a minimum Grade Point Average of 3.0 and must be matriculated into a graduate program.**

Number of supporting documents attached: ______

Signature of Applicant: _______________________________ Date: __________________