

University at Albany

G_{raduate} S_{tudent} O_{rganization}

Campus Center 165B | Albany, New York 12222

RESEARCH/TRAVEL GRANT GUIDELINES

(rev 8/8/06)

I. GENERAL INFORMATION

The University at Albany Graduate Student Organization (UA-GSO) offers their members two types of grants.

1. **TRAVEL GRANTS** intended to pay for or offset travel and other costs related to conference/exhibition participation.
2. **RESEARCH GRANTS** intended to pay for or offset costs incurred while conducting sanctioned research.

Both types of grants are for amounts **up to \$650.00**. Grant funds are currently generated entirely from graduate student activity fees.

A. Grant Application Deadlines

1. The deadline to apply for a UA-GSO grant for Fall and Spring semesters *shall* be the second Friday after classes commence in the applicable semester. The deadline for Summer semester *shall* be June 1 each year.
2. Application deadlines are:

Fall:	September 22 nd
Spring:	January 30 th
Summer:	June 1 st

B. Types of Activities Funded by the UA-GSO Grants Program

1. **Research Grants:** The primary objective revolves around the promotion of student research.

a. Listed below are examples which reflect conditions considered funding priority:

- Travel to research facilities
- Purchase of equipment and supplies
- Remuneration of human subjects
- Costs associated with specialized research training, including travel to obtain such training
- Room and board expenses at research facilities or field sites

b. Research grants are **not** to be used for the following:

- Purchase of supplies for classes or books
- Computer hardware
- Any publication cost
- Living expenses while a student is in the writing stages of master's thesis, dissertation, or other research or academic papers or work

2. **Travel Grants:** The primary objective revolves around student participation in academic conferences, symposia, literary readings, exhibitions, and other academic meetings.

a. *Participation* in such events includes:

- Presentation of a paper, poster, literary piece, or artwork
- Serving as a discussant or panelist
- Chairing of a session or panel

b. *Sanctioned* Travel expenses include:

- Room and board expenses incurred while participating in an event and/or room and board expenses incurred on the day immediately preceding or following an event (while in transit to or from Albany).
- Registration fees for academic conferences, symposia, literary readings, exhibitions, and other academic meetings.

C. Conflicting Instructions

In the event that any portion of the Grant Guidelines conflict(s) with either the intent or the language of the GSO Constitution or the GSO Bylaws, the Grant Guidelines should be considered inferior.

II. CRITERIA FOR DETERMINING GRANT ELIGIBILITY

*Students are limited to one travel or one research grant per funding period and are limited to **three grant awards** throughout their graduate career at the University at Albany. Students who were not awarded a research/travel grant during a past funding cycle are encouraged to resubmit their application, with appropriate changes, including those suggested by the committee, during the next funding cycle.*

A. Those who **ARE** eligible to apply for UA-GSO grants:

- Matriculated University at Albany Graduate Student (full or part-time)
- Proof of paid mandatory graduate activity fee for current semester.
(If fees are not collected during the summer semester, proof of paid mandatory graduate activity fee for preceding Spring semester –or- pre-registration and pre-payment of mandatory graduate activity fee for the subsequent Fall semester.)

B. Those who are **NOT** eligible to apply for UA-GSO grants:

- UA-GSO officers
- Students who have received **three grant awards** within their graduate career at the University at Albany

C. Those who are under **CONDITION** on their application(s) for UA-GSO grants:

- Students *servng* on the UA-GSO Grants Review Committee are not eligible to apply for UA-GSO grants in the category they are evaluating.
- Students who have *previously received* a UA-GSO grant and are applying in a subsequent funding period for another grant, are eligible only if the following conditions have been met:
 - a) The UA-GSO Grants Committee received a timely Final Report regarding the previous award;
 - b) The UA-GSO Grants Committee received both timely and full documentation (receipts, etc.) regarding expenditure of the previous award;
 - c) The student has not misappropriated UA-GSO grant award, or failed to comply with any stated or implied GSO guideline.

III. UNIVERSITY AT ALBANY - GSO FUNDING PERIODS:

A. General Description:

1. The '*Grant Funding Periods*' determine the time frame in which GSO Grant funds may be spent by award recipients.
2. The only expense that may pre-date these periods involves *pre-registration expenses*, where pre-registration results in a savings over the regular registration fee. In response to a written request by an applicant, the Grants Chair may, at their discretion, accept airline tickets which pre-date the established funding periods *if* such tickets resulted in a discounted price.
3. The three UA-GSO funding periods are designed to coincide with or to facilitate: the UA academic year; GSO cash flows; GSO-SCORO funding periods; GSO officer appointments; timely disbursement of GSO funding; and timely accounting of GSO expenses (as per Federal guidelines for non-profit organizations).
4. In special circumstances, the Grants Chair may, at their discretion, grant the extension of a grant award into the next funding period. All requests for such an extension must detail the special circumstances surround the request, and must be submitted in writing to the Grants Chair before the end of original award period.

B. Three Funding Periods per Year:

1. The following are the three UA-GSO Grant funding periods:

Fall Period:	September 1 – January 15
Spring Period:	January 16 – May 31
Summer Period:	June 1 – August 31

Important Note: *If the deadline falls on a weekend, or a holiday, the effective deadline will be the next regularly scheduled UA business day.*

IV. THE GRANT APPLICATION PROCESS

A. General Information

1. Only complete '*Application Packets*' in an envelope will be accepted (1 Original Application, 5 Application Copies, 2 Letters of Evaluation).
2. Knowledge of and compliance with the GSO Grant Guidelines is the responsibility of the applicant only. **The GSO will not be responsible for removing personal information from your application packet, making copies for your packet and/or notifying an applicant of an incomplete application packet.**
3. All Application Packets received will be stamped by qualified GSO personnel to indicate the date they were received in the GSO office. All applicants will be sent a letter confirming the receipt of their application by the Grants Committee.
4. If the project has multiple authors or is a group presentation and all or some members wish to apply for GSO funding, the application must be submitted jointly by those applying for funding. If applicants do not submit jointly, the application will be considered incomplete/fraudulent and will **not** be considered.
5. The entire grant review process should not exceed 9 weeks (except in cases where there is an appeal).
6. All individuals receiving a grant will be notified by letter within two weeks from the time final decisions are made.

7. All individuals whose proposals were reviewed, but who were not awarded a grant, will be notified by letter two weeks from the time the final decisions are made.
8. Any individual(s) denied grant funding, may request in writing the reasons for denial.

B. Application Requirements:

1. Completion of '*Application Packet*' submitted in one envelope (1 Original Application, 5 Application Copies, 2 Letters of Evaluation).
2. All applications must be written for layperson comprehension. Reviewers of your application may include persons unfamiliar with your academic specialty. Please keep this in mind when preparing your application materials.
3. You are required to submit all of the information below. A checklist is included to help you keep track of these requirements. This checklist must be initialed and signed and included with the original application. **If your application packet is incomplete and/or you do not follow directions, the application may not be considered.**
4. This review process is structured to be blind to reviewers (i.e., to provide unbiased evaluations, reviewers do not have access to any of the applicants' personal information). Your name should only appear on:
 - **The Original Application Cover Sheet.**
 - **The single copy of the student tuition bill showing that the GSO activity fee is paid.**
 - **The Original Application Proof of Participation Documentation/Acceptance Letter.**
 - **The GSO Grant Checklist.**
 - **The IRB/ IACUC Documentation (where applicable)**
 - **The Faculty Evaluation Cover Sheets.**
5. **Note that identifying information is included only in the *Original Application*.** Do not include ANY of these items with the "*5 Application Copies*". Remove your name, department affiliation, telephone number, mailing address and email address from all portions of the application "copies" and pay particular attention to the use of your name in your curriculum vitae (especially regarding publications). Failure to comply with these requirements will result in point penalty from reviewers (as indicated on the "Evaluation Form") or in the case of obvious negligence, your application will not be considered.
6. If your name appears on any documents other than the pertinent Original Application materials, the application will be considered incomplete and your application may not be considered. **The GSO will not be responsible for removing personal information from your application packet, making copies of your packet and/or notifying an applicant that their application packet is incomplete in any way.**
7. Refer to the "Check List" for all the forms in the application packet. Forms are provided for the entire application; however you are also required to submit the follow documentation. (1) Copy of student bill with GSO fee paid indicated (2) Proof of Participation Documentation (3) Curriculum Vitae (4) IRB and/or IACUC Documentation (where applicable).
8. Clearly label each of these documents on the upper right hand corner and place them in the order indicated on the Check List.
9. Read the instructions carefully on each form before filling them out. If you need to elaborate you may include it on separate sheet(s), however remember to clearly indicate that on the form and the additional submission.

a. Research Grant Application includes the following FORMS:

- 1. Original Application Cover Sheet** [Form UA.GSO.RG.Org Appl. CS]
 - Principal Applicant Information and Research Project Information.
- 2. Checklist** [Form UA.GSO.RG.Check List]
 - A list of all forms and documents to be initialed and signed
- 3. Abstract** [Form UA.GSO.RG.Res Abstr.]
 - Includes the following subsections:
 - a) *Description of the Research/Project,*
 - b) *Methodology*
 - c) *Significance of Research/Project*
 - d) *Special Qualifications or Previous Research Related to the Project*
- 4. Itemized and Justified Budget** [Form UA.GSO.RG.IJB]
 - Include section for applicant to itemize and justify pertinent expenses.
- 5. Faculty Evaluation Cover Sheet** [Form UA.GSO.TRG.FECS]
 - To be read and signed by applicant and faculty evaluator.
- 6. Research/Travel Faculty Evaluation** [Form UA.GSO.TRG.FEF]
 - To be completed and signed by faculty evaluator and returned in envelop with signature of evaluator across the seal.
- 7. Copy Cover Sheet** [Form UA.GSO.RG.Copy CS]
 - Principal Applicant SSN/Student ID **ONLY** and Research Project Information.

The following DOCUMENTS need to be submitted with the Research Grant Application.

- 1. A copy of student tuition bill indicating the GSO fee PAID**
- 2. Proof of Participation Documentation/Acceptance Letter** (Please remember you will need one *with* personal information and five *without* personal information)
 - Communication/ correspondence that the applicant has had with people who are vital to the project indicating confirmation of research project participation, travel plans or the usage of facilities/equipment. Where this information is irrelevant, include a short statement (*100 words maximum*) detailing why this information is not relevant in your circumstance.
- 3. Curriculum Vitae or Resume.** (Please remember you will need one *with* personal information and five *without* personal information)

b. Travel Applications includes the following FORMS:

- 1. Original Application Cover Sheet** [Form UA.GSO.TG.Org Appl. CS]
 - Principal Applicant Information
 - Description of Travel including the following subsections:
 - a) *Date(s) of travel;*
 - b) *Destination of Travel* (including the approximate distance in miles);
 - c) *Purpose for Travel;*
 - d) *Intended Method of Travel* (with justification);
 - e) *Viability of the Travel with partial GSO funding.*
- 2. Checklist** [Form UA.GSO.TG.Check List]
 - A list of all forms and documents to be initialed and signed

3. **Project Summary** [Form UA.GSO.TG Proj Sum.]
 - Summary of research associated with conference/ function (400 words maximum).
4. **Itemized And Justified Budget** [Form UA.GSO.TG.IJB]
 - Include section for applicant to itemize and justify pertinent expenses.
5. **Faculty Evaluation Cover Sheet** [Form UA.GSO.TRG.FECS]
 - To be read and signed by applicant and faculty evaluator.
6. **Research/Travel Faculty Evaluation** [Form UA.GSO.TRG.FEF]
 - To be completed and signed by faculty evaluator and returned in envelop with signature of evaluator across the seal.
7. **Copy Cover Sheet** [Form UA.GSO.TG.Copy CS]
 - Principal Applicant SSN/Student ID **ONLY** and Description of Travel

The following **DOCUMENTS** need to be submitted with the Travel Grant Application.

1. **A copy of student tuition bill indicating the GSO fee PAID**
 2. **Proof of Participation Documentation/Acceptance Letter** (Please remember you will need one *with* personal information and five *without* personal information)
 - Confirming the need for travel. For example, correspondence from conference organizers would indicate application and/or acceptance at a conference. Where this information is irrelevant, include a short statement (100 words maximum) detailing why this information is not relevant in your circumstance.
 3. **Curriculum Vitae or Resume.** (Please remember you will need one *with* personal information and five *without* personal information)
10. Research / Travel Grant Application Requirement Summary:
- a. One **Original Application** consisting of the following:
 - 1) One Receipt showing the **GSO fee “paid.”**
 - 2) One Original Application Cover-sheet.
 - 3) One Abstract of the Project **OR** Description of Travel and Project Summary
 - 4) Proof of Participation Documentation/Acceptance Letter.
 - 5) One Itemized **AND** Justified Budget.
 - 6) One Curriculum Vitae or Resume.
 - 7) One Proof of Participation (i.e., acceptance letter for the function).
 - 8) One IRB and/or IACUC (where applicable).
 - 9) Faculty Evaluations (one from each of the two UA faculty members).
 - 10) One initialed and signed Checklist.
 - b. Five **Application Copies** must each include the following:
 - 1) One Copy Cover sheet.
 - 2) One Abstract of the Project OR Description of Travel (maximum 2 pages).
 - 3) One Proof of Participation Documentation/Acceptance Letter.
 - 4) One Itemized Budget WITH Justification (i.e., a Justified Budget).
 - 5) One Curriculum Vita or Resume.

C. Faculty Evaluations

1. All grant applications must include two evaluation forms from faculty evaluators. It is the applicants' responsibility to distribute the Faculty Evaluation forms, and to encourage faculty compliance with UA-GSO instructions.
2. The UA-GSO Grants application contains (1) a Faculty Evaluation Cover Sheet and (2) a Faculty Evaluation form. Additional forms maybe obtained in the GSO office or downloaded on

the GSO website. The Cover Sheet must be signed by both the applicant and the faculty evaluator and included with the Faculty Evaluation forms in a sealed envelope signed by the faculty member over the seal of the envelope flap.

3. A completed grant application, along with the appropriate evaluation forms is given by the applicant to two faculty members of the department with which the applicant is affiliated (Not to be considered one of the five copies to be turned in to the Grants Review Committee). The applicant will have the opportunity to choose the two faculty members to evaluate his/her proposal.
4. Consistent with the GSO's goal of blinding the grant review process as much as possible, **the faculty evaluations submitted should have no names, marks, gender clues, or other features beyond those requested.** Encourage your evaluators to fulfill this requirement.
5. The evaluations should not be reviewed by the applicants if they have waived their rights of access to the evaluation. Choose the faculty members wisely and carefully.
6. The two faculty members will evaluate and rate Travel and Research grants separately.
7. A rating system is implemented so that each faculty member can indicate to the UA-GSO Grants Committee if the proposal is relevant to the field of study, and whether it is deserving of a grant award. The rating system will consist of a scale from one to ten, where ten is the most deserving and one is least deserving of a grant award.
8. The UA-GSO Grants Review Committee will consider an application incomplete if the evaluation forms are not submitted in the grant application packet.

D. UA Research Compliance

Approval for research involving human or animal subjects must be included in the application. All research that involves either human or animal subjects must be approved by the appropriate university body. The UA-Institutional Review Board (IRB) reviews all research projects which collect information on or about living human subjects. The IRB is also responsible to judge whether a research project will impact human subjects. The University at Albany Institutional Animal Care and Use Committee (IACUC) reviews all research involving animals. Applicants must attach documentation that proves that approval has already been received.

E. Applicant Responsibilities

1. By submitting a UA-GSO Grant Application, all applicants incur a responsibility to the GSO Grants Committee. That is, for the duration of the funding period all applicants agree to inform the GSO Grants Committee in writing of any factors materially affecting their UA-GSO Grant Application.
 - a. During the evaluation period, such factors would include, but are not limited to:
 - receiving other funding
 - the intent to withdraw from UA-GSO grant competition.
 - b. After the evaluation period and until the close of the funding period, such factors would include, but are not limited to:
 - the inability undertake a project as originally planned (e.g., because of a delayed or denied visa).
 - the intention to forego a UA-GSO grant award.
2. Written notification of the intention or need to forego a grant award shall result in no penalty to the applicant. After declining an award in writing, the applicant will have full eligibility to compete for further awards as if the declined award had never occurred.
3. The Grants Chair will acknowledge, in writing, any request to withdraw from grant competition or any request to decline an award.
4. All awards declined will be treated as over-funded monies (see section VII, subsection B).
5. In event that a UA-GSO grant award goes unclaimed and the applicant does not have appropriate or timely communication with the GSO Grants Committee, the applicant will void all future eligibility for GSO grants.

6. Any applicant who has lost their GSO grant application privileges, must petition the assembly for a majority vote reinstating their privilege to compete for awards.
7. By submitting a UA-GSO Grant Application, all applicants agree to fulfill all terms of their award including, but not limited to the filing of a Final Grant Report, IRB, or original receipts.
8. Co-authored papers require one application filed jointly by those Co-Authors seeking GSO funding. The Co-Authors are will assign one author who will be responsible for the allocation of the GSO travel grant award. For the purposes of proportioning grant monies, co-authored papers will be treated as a single proposal.

V. UA-GSO FUNDING ALLOCATION PROCEDURES

The amount of money allocated by the UA-GSO to the total grant fund will be distributed based on the average actual demand of the previous two years. In approximate terms, this amounts to 40% of the annual budget spent in each the Fall and Spring terms, and 20% of the annual budget spent in the Summer term.

VI. THE GRANT REVIEW PROCESS

1. Grant awards are made on a competitive basis. Grants are not charity. Grants are not based on an individual's need.
2. The awarding of grants is contingent upon the GSO's availability of funds.
3. Grant awards are contingent upon your ability to convince reviewers that your cause is a worthy one—as such, awards do NOT reflect the value of your work.
4. No grant application will be considered which does not include a copy of the university student account statement or a receipt from student billing which shows that their GSO activity fees have been paid in full.

A. UA-GSO Grants Review Committee

Public discussion of any specific information on, or about, current or past UA-GSO graduate student grant proposals is forbidden. All grant proposals are CONFIDENTIAL and should not be discussed with anyone outside the Grants Review Committee. Only information waived by a GSO Grant Consent form signed by the applicant will be eligible for public viewing, at the discretion of the Grants Chair, the day after award notices have been sent. Any information filled out on the Grant Release Form, or included in the Final Report will be deemed available for public viewing or transmittal and may be used to promote GSO programs, at the discretion of the Grants Chair, when it is received in the GSO office.

However, the GSO reserves the right to make a public announcement, if an applicant is notified or sent an award letter, posting their *Name, Discipline/Department* and *brief description of their project / presentation* at public forum such as the GSO website. Applying for this grant is consent that the GSO may post the *Name, Discipline/Department* and *brief description of their project / presentation* of an awardee, at the GSO's discretion, and will not be liable for **ANY** damages in posting the general information indicated.

1. Grants Review Committee Logistics:

- a. No member of the UA-GSO Grants Review Committee, other than the Chair, is allowed access to any grant proposals, Faculty evaluations, or UA-GSO evaluations from previous funding periods.
- b. The Chair of the Grants Committee is allowed access to all previous grant proposals and evaluations. In the case that the current Chair of the Grants Review Committee submitted a grant proposal in a previous funding period, he/she is not allowed access to their application packet if they waved their right of access to any of the material.
- c. No one shall have access to grant proposals and evaluations from the current funding period except members of the current Grants Review Committee and the current UA-GSO office manager.

- d. Both successful and unsuccessful proposals and evaluations are to be kept on file in the UA-GSO office, in a locked cabinet, for a minimum of three years.
- e. Successful grant recipients may be encouraged to serve on subsequent grant review committees.

2. Proposal Evaluation by the UA-GSO Grants Review Committee:

- a. Five copies of each Faculty Evaluation form will be made by GSO personnel and circulated among Grants Committee members for evaluation purposes. The original Faculty Evaluation forms will be kept on file in the GSO office with the Original Application.
- b. Research and Travel grants will be evaluated separately.
- c. The UA-GSO Grants Review Committee will take no longer than nine weeks to evaluate grant proposals and make final decisions regarding travel and research grant awards.

3. Criteria for the Evaluation of Grant Proposals:

a. Research Grant Proposals (in rough order of importance):

- Clarity of exposition in the Abstract (*e.g. are the aims and methodology of the project understandable to lay-persons*).
- Feasibility of the project including the apparent significance (*or "strength of sell"*) of the endeavor.
- A reasonable budget.
- Strength of the Curriculum Vitae (*preferred*) or Resume.
- Strength of Faculty Evaluations.
- Efforts expended to procure other sources of funding and the Grants Committee's perceived availability of other funds.
- Ability of the applicant to follow GSO grants requirements.
- How advanced the project is (*how near completion*).
- Number of previous UA-GSO awards. (*Only three grant awards, Travel or Research per graduate student can be awarded during their academic tenure at the University at Albany*).
- All requirements from past grants were fulfilled.

b. Travel Grant Proposals (in rough order of importance):

- Clarity of exposition (*e.g. are the aims, methodology and results of the paper/project clearly outlined in the Description of Travel*).
- Significance of the paper or exhibition to the discipline or field.
- Importance of the conference.
- Strength of Faculty Evaluations.
- A reasonable budget.
- Strength of the Curriculum Vitae (*preferred*) or the Resume.
- Efforts expended to procure other sources of funding and the Grants Committee's perceived availability of other funds.
- Ability of the applicant to follow GSO grant requirements.
- How advanced the project is (*how near completion*).
- Number of previous UA-GSO awards. (*Only three grant awards, Travel or Research, per graduate student can be awarded during their academic tenure at the University at Albany*).
- All requirements from past grants were fulfilled.

4. Criteria for the Determination of Grant Award Amounts:

- a. Awards will be made on a competitive basis.
- b. All grant proposals will be evaluated by the Grants Committee in the same manner.
- c. The award amounts will be determined by the average of the applicant's scores from the individual committee members. Adjusted for insignificant statistical deviation, similar scores will all receive similar funding.
- d. Unacceptable items on budget will not be funded (*e.g. computer hardware*).

- e. Reasonableness of budget (*e.g. the GSO will not fund first class travel and the like*).
- f. Prevailing NY State per diem Guidelines will be used to determine legitimate GSO travel expenses (including mileage), meal expenses, and lodging expenses.
- g. The GSO will generally fund lodging only for the night that the student participates in a recognized function. Meals will generally be funded for the day of the function, and depending at the Grants Committee's discretion, one day of transit.
- h. The Grants Chair may incrementally adjust individual award amounts to reflect extraordinary proposals. Adjusted Grants must be documented in writing by the Grant Chair, with a copy of the Justification for Grant Adjustment 1) placed in the applicant's Original Application file, 2) circulated to the Assembly at the next meeting after the award, 3) sent to the award winner.

B. The Grant Appeals Process

1. General Information:

- a. There are two conditions for appeal:
 - 1) where a faculty evaluator for the applicant has been unfair or biased;
 - 2) where the Grants Committee has been unfair or biased.
- b. There are two time periods in which an appeal may be initiated:
 - 1) during the review process while the grant applications are still in committee;
 - 2) after the committee reviews and within two weeks of the date that award notices are sent from the GSO office.
- c. The Grants Chair may initiate an informal (internal) review of an application at any point in the process either unilaterally after noting some inconsistency in the evaluation process, or bilaterally after discussion with an applicant. All informal reviews must have been completed before any formal reviews may begin.
- d. Within one week of initiating an informal review, the Grants Chair must inform the applicant(s) concerned that an informal review has started, and how long the review is expected to take.

2. Appeals During Committee Review:

- a. If a student has reason to believe that their grant proposal may have been unfairly evaluated by a faculty evaluator at any stage of the review process, for reasons regarding either the controversial status of the research, the student's academic standing, or for any other reason involving discrimination, a written statement to this effect should accompany the application. This written statement **will not** be forwarded to the student's faculty member that evaluated their proposal.
 - 1) When such a letter is received with a student's grant application packet, the UA-GSO Grants Committee will meet with the student and discuss the situation.
 - 2) Any application packet that is received by the UA-GSO Grants Committee with a letter stating concerns of potentially unfair evaluation by a student's faculty member, or by the UA-GSO Grants Committee, will be flagged and closely monitored throughout the evaluation process. This monitoring will take place whether or not specific action (see below) has been taken to address the student's concerns.

3. Appeals After Committee Review:

- a. The UA-GSO Grants Review Committee is responsible for the final decision regarding the status of a student's grant proposal.
- b. Appeals initiated during the review period, if unresolved, may be continued after the Grants Committee Review. That is, if a grant is not awarded to a student who has filed a letter notifying the UA-GSO Grants Review Committee before the review process, of a potentially unfair evaluation, and she/he still believes that her/his proposal was unfairly evaluated by the UA-GSO Grants Review Committee, then she/he must file a Formal Appeal to the UA-GSO Assembly as outlined in the UA-GSO Constitution.
- c. All Formal Appeals require a written explanation of why the appellant believes they were treated unfairly, and what restitution the appellant seeks. Subordinate to the relevant language in the GSO Constitution, the UA-GSO Assembly will consider only the points made in the appellant's written statement. The written portion of a Formal Grant Appeal must be filed with the Assembly

Speaker a minimum of one week prior to an Assembly meeting. The Assembly Speaker will forward a copy of the Formal Grant Appeal to the Grants Chair. The Assembly Speaker will further inform the Office Manager and the Vice President that Assembly time should be allocated to hear the Formal Grant Appeal.

- d. If the Formal Grant Appeal process results in the awarding of a grant to a student and the grant moneys for the relevant funding period are expended, the money awarded to the student will come from the grant funding cycle next following the Assembly's decision.

VII. DISBURSEMENT OF AWARDS

A. General Information

1. To claim a grant award, the award recipient must, **within two weeks** of the conclusion of the award period, submit the following items:
 - a. The original receipts intended to support a grant award claim. The original receipts should be stapled to letter size paper so each receipt is legible. The original receipts must be accompanied by a list of the receipts submitted. The list must, at minimum, include the date, payee name, and amount.
 - b. A Grant Reimbursement Form (available on-line or at the GSO office) must accompany the original receipts.
 - c. A Final Grant Report.
 - d. Travel Grant recipients must also provide a photocopy of the conference/activity program cover page and the relevant page(s) which show the grant recipients participation.
 - e. Research Grant recipients who did not supply proof that they have gained a IRB or IACUC approval, must do so at this point.
2. The UA-GSO Grants Committee will submit approved Grant Release forms to the UA-GSO Treasurer, who will create/sign-off on a voucher within one week of receiving the Grant Release form from the UA-GSO Grants Committee. The President signs the voucher within one week of receiving it from the Treasurer. The grant recipient is notified by the UA-GSO Grants Committee or GSO Office Manager that her/his check is available and should be obtained in person at the UA-GSO office.
3. If the grant recipient is unable to collect the check in person from the UA-GSO office, they should provide a written request to have the check mailed to them.
4. The UA-GSO Grants Committee is responsible for maintaining complete and current financial records on each grant awarded. Additionally, a running general ledger should be maintained by the UA-GSO Grants Committee as a subsection of the GSO General Ledger which is monitored by the GSO Treasurer. These records are for audit purposes as well as general accounting needs.

B. Over-Funding

1. In the event that a student obtains adequate funding from other sources, and chooses to decline a UA-GSO grant award, then the top ranked alternate grant proposal will be funded.
2. In the event that a student obtains funding from other sources and does not need the entire amount awarded by the UA-GSO, then the excess money will be awarded to the top ranked alternate grant proposal.

C. Disbursement of Research Grants

1. Disbursement Timing

- a. Awards will be disbursed upon completion of the Final Grant Report and the submission of a Grant Release with appropriate documentation/receipts.
- b. Disbursement is contingent upon appropriate documentation of expenses incurred (see below).
- c. In very special cases, part or all of an award may be made available prior to the start of the research project. Special cases include individuals unable to finance the research project or part thereof outlined in the grant proposal with their own or other funds. Applicants may petition the Grants Chair in writing for special treatment anytime after the grant awards have been announced. The Grants Chair will respond in writing detailing the terms of the agreement. The Grants Chair will place both the request and the response in the applicant's file.

- d. All grant recipients must collect their check from the UA-GSO office or make other provisions within two months from the date they submitted their Grant Release form and documentation of expenses. Failure to do so will result in the forfeiture of the award and the re-deposition of the check into the UA-GSO general account.

2. Documentation of Expenses Incurred

- a. Upon completion of the research project or part thereof outlined in the grant proposal, submission of **original** receipts to document expenses incurred is required.
- b. In special cases a log of expenses may be accepted. Special cases may include, for example, living expenses for individuals conducting extended research in the field or at distant research facilities; or even odometer records when a personal vehicle is used for travel.

C. Disbursement of Travel Grants

1. Disbursement Timing:

- a. Awards will be disbursed after completion of travel.
- b. Disbursement is contingent upon appropriate documentation (see below).
- c. In very special cases, part or the entire award may be made available prior to travel. Special cases include individuals unable to finance the travel expense outlined in the grant proposal with their own or other funds. Applicants may petition the Grants Chair in writing for special treatment anytime after the grant awards have been announced. The Grants Chair will respond in writing detailing the terms of the agreement. The Grants Chair will place both the request and the response in the applicant's file.
- d. All grant recipients must collect their check from the UA-GSO office or make other provisions within two months from the date they submitted their Grant Release form and documentation of expenses. Failure to do so will result in the forfeiture of the award and the re-deposition of the check into the UA-GSO general account.

2. Documentation of Expenses Incurred:

- a. Upon completion of travel, submission of **original** receipts to document expenses incurred is required.
- b. Receipts totaling more than an allocated portion of the award will be excluded. For example, if a student wins a grant of \$300, and if two nights of hotel expenses are authorized and the New York State reimbursement rate for that city is \$75 per night, then only \$150 of a \$362 hotel bill would be paid. The remaining award amount (\$150) must be claimed with receipts for other expenses (some of which may be governed by similar caps due to New York State per diem regulations).
- c. A photocopy of the relevant parts of an official program documenting the student's participation is required.

VIII. FINAL GRANT REPORT

1. All grant recipients must submit a Final Grant Report detailing the justification for receiving GSO funds. The Final Grant Report should be approximately 400 words maximum and it should describe the manner in which the funds were utilized, the outcome of the research/ travel/ conducted during the award period, and how GSO funds aided the project.
2. The Final Grant Report will be due two weeks after the end/last day of the funding cycle in which the award was won, unless an extension is filed. Extensions may not exceed the last day of the next funding period. If a research or travel project, or part thereof funded by a UA-GSO grant extends beyond the end of the initial funding period for which he/she received a grant from the UA-GSO Grants Committee, the grant recipient is required to file an Interim Grant Report to the UA-GSO Grants Committee at the close of that funding period, and a Final Grant Report when they submit their receipts/expenses documentation. The Interim Grant Report will briefly detail progress and expenses to date, and the work remaining.
3. No more than one travel and research grant may be in progress.
4. The grant recipient is responsible for keeping track of the date for report submission; the UA-GSO Grants Committee will not send out reminders to students.
5. The Grant Report should include an itemized budget detailing the expenditure of the UA-GSO grant.

IX. MISAPPROPRIATION OF GRANT AWARD

A. Situations Considered Misappropriation of Grant Awards:

1. When UA-GSO grants are applied to student expenses not included in a student's travel or research proposal, and the UA-GSO Grants Committee has not been informed of any changes in a student's budget or research/travel plans. Changes in a student's budget and/or research/travel plans may be allowed if the UA-GSO Grants Committee is informed in advanced, and approves the changes.
2. When the UA-GSO grants are applied to student expenses associated with class work or a project other than that specified in the grant proposal.
3. When a student a) does not complete a research project or part thereof funded by a UA-GSO grant, or does not undertake the travel or conference participation specified in a travel grant proposal, and b) has collected all or part of the award in advance of the travel or research.
4. When original receipts, or adequate documentation of expenses incurred are not submitted to the UA-GSO Grants Committee and a student has collected all or part of the grant in advance of the travel or research.
5. When, after a period of one year from the date of the grant award, a student has not submitted an annual report to the UA-GSO Grants Committee, and the student has collected part or all of the grant award.

B. UA-GSO Procedures for Misappropriated Awards:

1. The student will be contacted and given the opportunity to explain and rectify the situation.
2. If the student does not explain or rectify the situation to the satisfaction of the UA-GSO Grants Committee, the student's faculty advisor and department chair will be contacted by the UA-GSO Grants Committee.
3. If the situation cannot be adequately resolved by the student or her/his faculty advisor and department chair, then the UA-GSO Grants Committee will notify the University Bursar's Office, which may then commence collection procedures with the student.

X. GUIDELINE AMENDMENT

1. The Grants Chair may initiate Grant Guideline amendment at any point during their tenure. To ensure continuity and equity, the normal time for amendment will be after Summer grants have been announced. The amended, but Unratified Grant Guidelines will govern all applicants in the following Fall round of grant competition. Upon ratification and/or revision by the Assembly, the amended Grant Guidelines will take effect immediately and retro-actively to the beginning of the current (Fall) round of grant competition. The Unratified Grant Guidelines will be presented to the Assembly at their first meeting in the Fall of the new academic year.
2. In extraordinary circumstances, the Assembly, under the leadership of the Assembly Speaker and with a simple majority vote, may initiate amendment of the Grants Guidelines. Assembly led amendments must be available for implementation by the Grants Chair six weeks before the deadline for the next granting period.

XI. MISCELLANEOUS

NOTE: The awarding of grants is contingent upon the availability of GSO funds. Grant awards also are contingent upon your ability to convince reviewers that your cause is a worthy one—as such, awards do NOT reflect the value of your work.

NOTE: Pending ratification by the UA-GSO Assembly of updated or amended guidelines, the GSO is committed to fulfilling the expressed intent these guidelines wherever the letter of the guidelines is outdated.

NOTE: In the event that any portion of the Grant Guidelines conflict with the either the intent or the language of the GSO Constitution or the GSO Bylaws, the Grant Guidelines should be considered inferior.

If you have any questions, please contact the Grants Committee at the GSO Office in Campus Center 165B (442-4178).

AN APPLICATION PACKET CONSISTS OF:

**ONE ORIGINAL APPLICATION AND FIVE COPIES OF THE APPLICATION,
TWO FACULTY EVALUATIONS IN SEALED AND SIGNED ENVELOPS.**

A COPY OF THE CURRENT PAID STUDENT BILL,

MUST ALSO BE SUBMITTED WITH THE PACKET BY THE APPLICATION DEADLINE TO:

UA-GSO GRANTS COMMITTEE, GRADUATE STUDENT ORGANIZATION, CAMPUS CENTER 165B
