



## Graduate Student Association Professional Development Grant Application

Complete this form to apply for a Professional Development Grant (may include registration/tuition fees)

- The form should be filled out completely and to the best of your ability.
- Incomplete applications will not be reviewed and, given the volume of applications received, students will not have an opportunity to correct applications.
- Applications are not complete until the following required forms are submitted as instructed in the application; 1) GSA Professional Development Grant Application, 2) Student Gifts, Prizes, or Awards Recipient Information Form
- Follow academic conventions for grammar and citations.
- Ensure that you pay attention to and sign the Terms and Conditions at the end of the application.
- Applications will be ranked for funding on the basis of a rubric that requires reviewers to evaluate the impact of the event on the applicant, the completeness of the application, and the quality of the written content (including clarity, grammar, and impact) of the written portions of the application.
- **If you need information about the different types of grants, please see the [GSA Grant Handbook](#).**

### Student Applicant Information

First and Last Name

Last 4 digits Bear ID

UNC Bearmail address (do not use first.last@unco.edu or personal email address)

U.S. Mailing Address (city, street, state, and zip code)

College

Academic program (include degree level and program name)

Faculty Advisor or Research Advisor

Optional: Primary Campus Location

**Provide information about the professional development for which you are seeking funding.**

Professional Development Event Title (only one project per application and grant cycle)

Professional development sponsoring organization name

Organization's website, include URL

Dates of event (MM/DD/YYYY) to (MM/DD/YYYY):

Location of event (city, state, country)

Is this event required for the completion of your program?

Yes

No

Does this event include a juried presentation or performance from you? For example, did you have to audition to be accepted for this event? Are you expected to perform for judges during the event?

Yes

No

**Complete the following budget of anticipated costs related to your professional development.** Include the total amount requested for this grant. Please note that most grant cycles cap the award amount at under \$1,000. The total that any student may receive in any fiscal year for all grants is capped at \$2,000. GSA grants can be used to cover travel, hotel, conference membership or registration costs, supplies for research, publication costs, and other items. *Grants do not cover food (per diem) or mileage because these expenses are considered financial aid and can impact a student's financial aid package.*

Itemized Expense (example)	Expected cost (example)	Requested Itemized Expense	Requested Cost
Flight	\$ 300		
Hotel	\$ 450		
Rental car	\$ 250		
Total	\$1000		

**Students applying for grants must be enrolled in courses.** Exceptions are made for those who have completed all course credits required for their degree but are still completing their thesis, scholarly project, or dissertation. Will you be enrolled in course credits during the semester in which this professional development takes place?

Yes

No

No, I completed all course credits required for my degree prior to completing my thesis, scholarly project, or dissertation.

**Download and Complete the [Student Gifts, Prizes, or Awards Recipient Information Form](#).** Fill out the following:

- Name
- Bear ID #
- Address
- City, State, Zip Code
- Purpose/Description: Write a brief description about the research this grant request is for.
- Was this required for a course/program at UNC.

**Grant applications will not be reviewed until we receive this form.** Save this PDF form as Firstname\_Lastname\_giftform. Send the completed PDF form as an attachment to gsa@unco.edu. *Do not insert this form into the grant application document because GSA must forward the form to the Office of Financial Aid.*

### **Terms and Conditions: Signature Required**

I understand that all communication with GSA, Graduate School, Financial Aid, and University Accounting Office staff should be professional in tone. If I am hostile, rude, demanding, or threatening in my communication with GSA leaders or any UNC staff member, the GSA advisor will contact my advisor and, depending on severity, file a complaint with the Office of Community Standards. At the discretion of GSA, my award may be withdrawn and I may be prohibited from applying for other GSA grants for up to two fiscal years.

I understand that the GSA grant application process is competitive, and that the application review process includes screening applications for incomplete or incorrect entries, errors, and missing documentation. *Incomplete applications will not be reviewed.*

I understand that if my project is funded, I must disclose that the “University of Northern Colorado Graduate Student Association” contributed funding toward my research in all publications and/or presentations of my research. Failure to do so may result in suspension of my privileges to participate in the GSA grant process.

I understand that I must monitor my UNC student email address during the grant application process and respond promptly to communications from GSA.

I understand that awards are given on a competitive basis and that there is no guarantee of being awarded GSA funds. If a grant is awarded, funds will be distributed as a reimbursement. I must provide all required documentation of expenses by published deadlines to be reimbursed. I will not receive any unused portion of the grant award. That money will be appropriated to the next grant cycle.

I understand that I will be reimbursed for expenses only if I provide the original receipt or invoice, up to the amount awarded by GSA, during the time period designated by the UNC General Accounting Office.

I understand that if I receive a grant to pay for equipment (e.g. cameras, computers, iPads, etc.) totaling 80% or more of the cost of that item, I must return that equipment to the GSA Office in the Graduate School when I complete my project.

I understand that I may receive a GSA grant award lower than the amount I requested, based on the discretion of the GSA. Grant awards may vary between students, programs, and between students of the same program. I understand that I am not entitled to receive the same grant award as any other student.

I understand that if I receive a GSA grant, the award must be used for the purposes stated by the grant applicant in the application and within the specified timeframe. Failure to use the grant according to the information in the application will result in forfeiture (cancellation) of the award and allocation of the money to the next cycle. The grant award may not be transferred, sold, or deferred for any reason.

By submitting this application, I certify that all information is accurate to the best of my knowledge and may be shared

with Grant Review Committee, Graduate Student Association, UNC Graduate School staff, UNC Dean of Students Office, and/or UNC faculty without prior notice or approval.

I understand that any and all information in this application may be used by the GSA for marketing, educational, and promotional purposes, including my name, photo, and any information provided about the project or presentation description.

I understand that the information contained in this application may be published for the purpose of informing UNC graduate and undergraduate students of the variety of conferences attended and research project conducted. I also agree to assist UNC graduate and undergraduate students, to the best of my knowledge, should I be contacted with questions about conference attended or research conducted. I agree to participate in this process regardless of my grant application outcome.

I understand that the GSA may, at its discretion, select to present my research/conference presentation or present/write an overview for a live audience, online and/or print publishing, and/or for a workshop or video recording. I agree to participate in this process.

I will refrain from having any parties, other than myself (including faculty), contact the GSA with any questions, concerns, disputes, and/or suggestions about the grant application process.

I understand that the GSA grant application process is guided by the UNC Student Code of Conduct and I must adhere to the principles of academic integrity and honesty throughout the application, research, conference attendance, conference presentation, reimbursement, and/or appeal process. I understand that the GSA reserves the right to revoke any grant award(s), require repayment of any portion of the current grant awards already reimbursed, remove my eligibility for one or more future GSA grant cycles, to notify my research/faculty advisor, and to pursue appropriate disciplinary actions through the Graduate School, Dean of Students Office, or UNC Police if the terms of this agreement are violated, if any information within this application is found to be inaccurate, fraudulent, or plagiarized, or if my actions connected with receipt of a GSA grant award, conference attendance/presentation, professional development attendance, or conduct of my research are in violation of the UNC Student Code of Conduct or standards of responsible conduct of research.

By signing and submitting this application, I acknowledge that I have read, and understand, the terms and conditions of this application, the GSA Grant Funding webpage, and the most recent version of the GSA Grant Handbook, and agree to follow the rules and procedures outlined in those documents when conducting business related to GSA grants. I further acknowledge that university accounting processes may change or be updated during the grant application process. In such cases, I agree to follow the new processes when informed of them.

I attest that the information provided in this application represents the highest quality of work I am capable of as a graduate student.

Enter your electronic signature (first and last name) on the signature line. Failure to enter your signature or incomplete/incorrect entry will result in dismissal without review of your grant application. Deletion or alteration of any terms of this application agreement will void your application.

**Applicant Signature**

**Date**