



## **Alvernia University Graduate Student Association Funding Policy**

**Effective Fall Semester dated November 11, 2022**

**Revised April 20, 2023, Revised September 12, 2024**

**Purpose:** To provide submission guidelines and general information requirements for the Alvernia University Graduate Student Association (GSA) Board to review and approve requests for funding from the Graduate student body to attend professional academic conferences, meetings, or pursue research.

**Policy:** Per Article II of the Alvernia University GSA Constitution, the GSA was established to support and assist graduate student organizations and provide opportunities for graduate students to participate in social, academic, and professional pursuits. This document supports that intent.

**Funding:** Funding for graduate student pursuits has been approved and allocated to the GSA board by semester (Fall and Spring only) of the respective fiscal year. The amount of funds will be allocated based on a percentage of students per program. Some portion of the allocated funds will be planned for graduate events as the association continues to evolve and annual budgets are created. Multiple requests by the same student on a per annum basis will be considered by the GSA board based on availability of funds and within overall student program representation percentage. There are other organizations within Alvernia that also offer funds to assist students in their endeavors that could be combined with GSA funds.

**Timeline for submissions:** Adequate time should be given to submit and allow the GSA to approve funding requests before the event, at a minimum 30 days or more. As the GSA board meets monthly, this will allow requests for funds to be considered during regular meetings and approved in a timely manner. Note: Exceptions can be made for short-notice events that will require special emergency GSA board meetings to be conducted. Timeline exceptions will be considered on a case-by-case basis.

**Submission Criteria:** For graduate students who want to attend a social, academic, or professional conference, meeting or research pursuit, adequate information will be necessary for the GSA board to review and approve those requests including faculty program advisory approval. Certain mandatory information will be required to fully process and review an application for funds. A request for funding form will be required. A copy of that form is included in this policy as Appendix A and is available on the GSA website.

**1. General Data:** The request for funding will include general student information and program relevancy per the request for funding form per Appendix A. Please note that approved funding reimbursement cannot be processed without the full mailing address of the student.

**2. Funding Parameters:** Within the proposed budget, limits for travel and lodging are applicable and outlined in Appendix B.

**3. Reimbursement Guidelines:** Request for funding in advance of attendance or participation at a professional meeting or conference can be authorized with proof of payment receipts. Please submit both a completed Appendix A and include proof of payment receipts in one pdf document. All fund reimbursement requests require itemization of costs and proof of payment for the individual student. If rooms are shared, proof of payment to the primary card holder and amount must be included.

**4. Funding Review:** The goal of the review process would be to ensure equity of funding and proper accountability for expenditures. The GSA Treasurer will be responsible for recording funding allocation and tracking in accordance with general accounting principles. Records will be kept for at least 7 years and maintained for confidentiality as applications include personal student identification information (name, address, and program).

**5. Approval Process:** To review and process a request for funding, the GSA board should consider the following steps as minimum standards. Reimbursement for the expense will be paid upon proof of receipt submitted to the GSA Secretary, who will then submit it to the Board for review and approval. Once approved, the Treasurer will ensure reimbursement to the student for those expenses as soon as possible but no less than 30 days after the submission of receipts. (Exceptions can be considered for locations with greater cost)

a. **Step 1.** Request is received. Any member of the GSA board may receive a request for

funding from a graduate student. Ensure all requests are forwarded to the GSA secretary as expeditiously as possible. The GSA Secretary will record the date that the request was received and confirm back to the student that the request has been received and will be processed per the above guidelines.

- b. **Step 2.** Review the application to ensure the completion of all information. If key information is missing or clarification is necessary, the GSA Secretary will contact the student to ensure all information is complete. Once complete the Secretary will include the request in the monthly meeting agenda for the GSA Board to discuss. If key information is unable to be obtained from a student in a timely manner, the GSA Secretary will inform the board of the incomplete application so that records of that submission can be captured in the appropriate meeting minutes.
- c. **Step 3.** Contact the students chair to confirm attendance at preferred conference is known and encouraged/sponsored.
- d. **Step 4.** Confirm general data information related to the number of days of conference and location so that proposed budget for funds request can be validated.
- e. **Step 5.** Ensure applicability to proposed conference or research is appropriately justified in the request.
- f. **Step 6.** GSA board members will vote on approval of request within appropriate parameters outlined in paragraph 2. Meeting minutes are recorded appropriately.
- g. **Step 7.** GSA secretary informs student of approval of request and records date of that communication.
- h. **Step 8.** GSA treasurer executes reimbursement for attendance as receipts are received. GSA treasurer ensures appropriate recordation of expenditures.

This policy is effective as of Fall 2022. It will be reviewed at least annually or as revisions are required. Version control of this policy is critical to ensure accountability of the process.

## Appendix A

### Graduate Student Association Funding Request Example

1. First Name:

2. Last Name:

3. Contact Information Address: Mailing Address is mandatory for processing

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. Current Status: Full-Time Student: \_\_\_\_\_ Part-Time Student Other: \_\_\_\_\_

5. Enter the Department and the Degree that you are currently pursuing?

6. Are you an employee of Alvernia University? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Please enter the email address of your Department Chair, Faculty Research Advisor, or Dissertation Chair and please verify email address is accurate

8. Enter the academic year of your request e.g., 2022-2023, etc.

9. Type of Request:

Provide justification for Presentation of Research at National/International Conference, Support for Presentation of Research at Regional/Local Conference, Support for Attendance at a Conference, Support for Research-Related Costs, Other

10. Total Estimated Amount of Request: \_\_\_\_\_

11. Project Name or Event Title:

12. Overview/Summary:

Provide a detailed rationale of this project's relevance as it relates to your development as a student in pursuit of career goals. How will this project/activity contribute to your evolution as a student and future professional? Summarize the project and identify the expected outcome(s). Explain how this project fits in with your own long-range professional development plans. (Note: 1 paragraph is acceptable)

13. Impact: What do you expect to learn and/or what skills do you expect to develop? Describe any plans to “share” new or enhanced knowledge with others.

\*When you have completed this segment of your project, how will you evaluate the experience, especially the achievement of the project objective? \*How will the effectiveness of your project be assessed by peers?

14. Timeline: Include a timeline of what will be completed and when and how it fits into a larger project (if applicable)

15. Budget: Detailed summary total and justification of budget needed to complete the project or attend the event. (By Mode of Travel, Lodging, Meals, Parking, and Additional Expenditures)

**Appendix B**  
**2024-2025 Allocation Request Rubric**

**National Conference Expenses**

- Registration or Meeting Fee – May request up to \$350 per person or more contingent on conference type. Include this amount in the proposed budget if known
- Travel
  - Airline – May request up to \$425 - \$650 per person, which is the average cost of an economy- class ticket to attend a conference or meeting. Exceptions will be considered on a case- by-case basis.
  - Car – If mode of travel to conference/meeting is by car, include the estimated number of miles to and from conference location can be reimbursed. (Mileage will be paid based on \$0.50 cents per mile up to a total of \$200)
  - Bus/Train - estimated cost of trip
- Lodging/Hotel – If overnight lodging is necessary to attend a conference or meeting due to the event's location or multiple days, then funding for lodging would be allowed. The lodging expense will have a cap not to exceed (\$200 per night), and the cost will be approved prior to attendance. (Refer to reimbursement guidelines per paragraph 3)
- Meals – May request up to \$60 per day
- Additional Expenditures – Up to \$175 for travel to/from airport, gas, tolls, parking, etc.
- Research – Cost to conduct a research project or progress a field survey as part of a program of study can also be reimbursed subject to overall student allocation and program limits

**Regional Conference Expenses**

- Registration or Meeting Fee – May request up to \$250 per person or more contingent on conference type.
- Transportation/Travel –
  - Airline – May request up to \$425 per person, which is the average cost of an economy- class ticket to attend a conference or meeting regionally. Exceptions will be considered on a case- by-case basis.
  - Car – If mode of travel to conference/meeting is by car, include the estimated number of miles to and from conference location can be reimbursed. May request up to \$425 per rental car for 2 days or \$725 for a van if multiple students will be traveling together. If mode of travel to conference/meeting is by personal vehicle, the estimated number of miles to and from conference location can be reimbursed. (Mileage will be paid based on \$0.50 cents per mile up to a total of \$200)
  - Bus/Train - estimated cost of trip
- Lodging/Hotel – If overnight lodging is necessary to attend a conference or meeting due to the event's location or multiple days, then funding for lodging would be allowed. The lodging expense will have a cap not to exceed (\$200 per night), and the cost will be approved prior to attendance

- Meals – May request up to \$60 per day
- Additional Expenditures – Up to \$175 for travel to/from airport, gas, tolls, etc. if not using rental car or personal vehicle
- Research – Cost to conduct a research project or progress a field survey as part of a program of study can also be reimbursed subject to overall student allocation and program limits

#### **International Conference**

- Registration or Meeting Fee – May request up to \$425 per person or amount contingent on type of meeting. Include this amount in the proposed budget if known
- Travel
  - Airline – May request up to \$2000 per person, which is the average cost of an international flight. Exceptions will be considered on a case- by-case basis.
- Lodging/Hotel – The lodging expense will have a cap not to exceed (\$300 per night), and the cost will be approved prior to attendance.
- Meals – May request up to \$60 per day
- Additional Expenditures – Up to \$175 for travel to/from airport, gas, tolls, etc.

**Graduate Student Association will not fund the following:** 1) Money to donate directly to another organization, 2) Alcoholic Beverages (with exception of GSA sponsored events), 3) National Organization or Professional Membership Dues