



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

GSA Conference Funding

(Revised 7/22)

Please be advised that applicants who are granted fee waivers are not eligible for GSA programs like Conference Funding. You must pay the mandatory student activity fee for the academic year in which you apply for funding.

I. Purpose:

All enrolled graduate students are eligible and encouraged to apply for conference funding during the time they are registered as graduate students at UB. These moneys are allocated by the GSA Board of Directors so that graduate students can acquire useful professional experience, through presenting their work at scholarly conferences relevant to their fields of interest (including the arts, humanities, and related disciplines) or by participating as a conference or workshop attendee.

II. Guidelines

There are limited funds available from GSA to supplement graduate students for attending or presenting at professional academic conferences, workshops or conventions. Any event where attendance is required by your department, or for which you will receive any form of University credit and/or a grade will not be considered eligible for funding. The following guidelines govern allocation of these funds. If at any point you are uncertain about how to follow and fulfill the guidelines below, *please contact the GSA*.

- A.** Currently registered graduate students may receive the following maximum funding in their graduate career.
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| <u>Master's - \$350.00</u> | <u>Doctoral - \$550.00</u> |
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- Of your allowed limit, \$200.00 may be used for attending (not presenting at) a conference.**
- B.** Conferences or Workshops organized by a private company for the purpose of training or indoctrination with a proprietary technology will not usually be funded by the GSA.
- C.** Applicants **MUST HAVE APPROACHED** their academic adviser and department for funding prior to the submission of the application. Any anticipated funding must be listed on the request form.
- D.** We encourage you to request funding from your Departmental GSA club as well.
- E.** Funding from GSA can only be applied to reimbursement for:
1. All or part of the conference registration fee.
 2. Transportation – Plane/Train/Bus Tickets, Car Rental, fuel, mileage. The GSA will reimburse for mileage or fuel, but not both. The mileage rate will be the current Federal Government's Standard Mileage Business Rate at the time of travel.
 3. Lodging – maximum of \$150.00/night unless in a high demand area with prior approval from the GSA.
 4. Food – maximum of \$30.00 per day (original, itemized receipts must be provided).
- Only expenses directly related to the conference will be considered reimbursable; **membership fees are NOT reimbursable.**
- F.** Applications for funding **MUST BE PRE-APPROVED** for the funding period in which the conference occurs (see attached deadline schedule). It is your responsibility to anticipate and plan accordingly for attendance at a conference, and to submit your application for funding on time. If you do not attend the conference you can always withdraw your request without penalty.
- G.** **LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!**
- H.** All applications **MUST BE TYPED**, no exceptions.
- I.** Conference funding moneys will be allocated into equal funding periods. The following hierarchy of categories will determine pre-approval for these periods.
1. Graduate students presenting at conferences who have **not** been previously funded.
 2. Graduate students presenting at conferences who have been previously funded.
 3. Graduate students attending conferences who have **not** been previously funded.
 4. Graduate students attending conferences who have been previously funded.

5. In the event that requests in any category exceed the amount of funds allotted, the funding will be distributed equitably along pre-established criteria.

III. Deadlines

Graduate students must adhere to the conference funding deadline schedule in order to ensure that their requests are approved and processed in a timely manner. Failure to observe these deadlines will result in **denial** of funding requests.

CONFERENCE FUNDING SCHEDULE 2022-2023

<u>Conferences Occurring:</u>	<u>Deadline for Pre-approval Submission:</u>
September, 2022	August 15, 2022
October, 2022	September 15, 2022
November, 2022	October 15, 2022
December, 2022	November 15, 2022
January, 2023	December 15, 2022
February, 2023	January 15, 2023
March 2023	February 15, 2023
April, 2023	March 15, 2023
May, 2023	April 15, 2023
June, 2023	May 15, 2023
July, 2023	June 15, 2023
August 2023	July 15, 2023

IV. Documentation

REQUIREMENTS FOR SUBMISSION

You **MUST** submit the following request form to the GSA office before close of business on the deadline date in order to be considered for conference funding. **Late and/or incomplete applications will not be considered for funding.**

AFTER RETURNING FROM THE CONFERENCE

- A. ORIGINAL** Conference Grant Agreement- signed (included with approval email)
- B. ORIGINAL** vendor documentation/receipt(s) for expenses totaling or exceeding your approved amount (receipts **MUST BE ITEMIZED** for expenses such as plane fare, gas, tolls, mileage, registration, food, lodging, etc.).
IT IS YOUR RESPONSIBILITY TO ASK FOR ITEMIZED RECEIPTS IF THEY ARE NOT PRESENTED TO YOU AT CHECKOUT!
- C.** Proof of payment documentation for all receipts submitted (credit card slip(s) and credit card statement that includes **YOUR** name, last four digits of the card number, and purchase price, or a copy of the canceled personal check) must be submitted for a reimbursement. **YOU WILL ONLY BE REIMBURSED FOR EXPENSES YOU PAID FOR YOURSELF!** Cash payments must be indicated on the receipt(s).
- D.** Copy of the registration receipt (original will be required if we are reimbursing this expense).
- E.** Copy or screenshot of the cover page of conference book/program **and, if presenting**, a copy or screenshot of the page where your presentation is cited, with your name, the name of the presentation and **UB affiliation specified.**
- F.** Conference Fund Form Letter- signed by both your faculty adviser and department chair, regardless of whether or not they are providing you with funding (included with approval email)
- G.** If receiving funding from outside sources, a letter is needed detailing specifically what expenses were covered and how much for each has been reimbursed (this should be on official letterhead)

V. Summary

Please be sure to:

- A.** Apply by the deadline appropriate for your conference (*late and/or incomplete applications will not be accepted*)
- B. Save ALL of your original documentation for reimbursement (original, itemized receipts, etc.).**
- C.** If you have any questions, check the GSA web page (<https://ubwp.buffalo.edu/gsa>) or contact the GSA office at 645-2960.