

Graduate Student Organization Grant Program Policies

These policies covers all regulations and procedures of the Graduate Student Organization's Grant Programs, which award stipends, referred to as grants to students for academic and professional travel to conferences and networking events, and for expenses related to research materials and travel. Please contact the GSO at gsotravelgrant@syr.edu if you have any questions about this policy. [The Research Grant program has been shut down, and is included for reference only.]

- I. Grant Programs and Committee
 - a. The GSO operates two grant programs, the Travel Grant Program and the Research Grant Program.
 - b. These grant programs are administered by the GSO Senate's Grant Committee. The Committee is comprised of graduate students from diverse graduate programs across campus.
 - c. The Committee makes all final decisions concerning the operation of the Programs, in compliance with University requirements and any instructions from the Senate.
 - d. The Committee may delegate such responsibilities related to program operation and review to any subcommittees it creates.
 - e. Unless altered by vote, Grant Committee meetings, and meetings of any subcommittees it may create, are closed. Barring a vote to allow individuals or the student body at large to attend, only committee members may attend meetings.
 - f. The Grant Committee will not send applicants their rubric scores, explain a score, or explain an award decision.
 - g. The Grant Committee's decision on an application is final. There is no appeals process above the committee.
- II. Travel Grant Program
 - a. Eligibility
 - i. All main campus enrolled, matriculated graduate students of Syracuse University are eligible to apply for Travel Grants, except those students in the College of Law.
 - ii. The purpose of the travel must be for at least one of the following approved reasons:
 1. Travel to/from academic conferences, workshops, and competitions and other events that offer opportunities similar to the aforementioned events.
 2. Travel to/from professional conferences, workshops, and competitions and other events that offer opportunities similar to the aforementioned events.
 - iii. Travel Grants may be used to pay for the following eligible expenses, in connection with the above reasons for travel:
 1. Transportation and airfare

2. Hotel and lodging costs
 3. Conference or other registration costs (only if it results in a net savings on conference registration cost)
 4. Professional or academic association membership costs
 5. Other expenses related to the allowed travel as determined by the Grant Committee and in compliance with the fiscal policies of the GSO and Syracuse University.
- iv. Travel Grants may not be used to pay for food or other meal costs.
 - v. Applications are only accepted for travel that begins during the same fiscal year as the deadline for which the application is submitted, plus the remainder of the summer term, ending immediately before the first day of classes of fall semester.
 - vi. A student may only receive one Travel Grant per academic year. However, if a student applies and is denied, he or she may reapply for a different conference.
 - vii. A student may receive only one of either the Travel or Research Grants in a single academic year.
- b. Applying
- i. Students must apply for a Travel Grant using official application materials, available on the GSO website. Old, outdated, and modified applications will not be accepted.
 - ii. The Grant Committee will establish deadlines and publish them on the GSO website.
 - iii. A faculty recommendation letter is required for an application to be considered complete. It is the responsibility of the applicant to ask his or her recommender for a recommendation - the GSO or its Committees will not communicate directly with a recommender.
 - iv. All completed applications received by the end of the day of the relevant deadline will be considered by the Grant Committee when it next reviews applications.
 - v. An incomplete application will be held for consideration at a future deadline, if it ever becomes complete. If there are no later deadlines for the current academic year, the committee will not consider that application.
- c. Evaluation Procedures
- i. The Grant Committee evaluates all complete applications after each deadline. Award decisions are generally made within 21 business days of the deadline, with notifications sent as soon as possible afterward.
 - ii. In evaluating applications, a rubric is used to score each application. This rubric will be made public.
 - iii. The score on this rubric is used to determine the award amount, using a scale. This scale is not made public.
 - iv. In determining a score for an application, at least two committee members shall review the application, neither of whom may be in the

same program as the applicant. If the scores from the reviewers differ by more than three points, the committee shall review the application at large. If not, the average of the reviewer's scores shall be used.

- v. Travel Grants shall be no more than \$500. Applicants may receive less than \$500. Applicants may be denied funding.

III. Research Grant Program

a. Eligibility

- i. All main campus enrolled, matriculated graduate students of Syracuse University are eligible to apply for Travel Grants, except those students in the College of Law.
- ii. The purpose of the grant must be for at least one of the following approved reasons:
 - 1. Travel to/from locations important to conducting research work as a graduate student.
 - 2. Purchase of equipment, materials, and digital property important to conducting research as a graduate student.
- iii. Research Grants may be used to pay for the following eligible expenses, in connection with the above reasons:
 - 1. Transportation and airfare
 - 2. Hotel and lodging costs
 - 3. Professional or academic association membership costs (only if it results in a net savings)
 - 4. Other expenses related to the allowed travel as determined by the Grant Committee and in compliance with the fiscal policies of the GSO and Syracuse University.
 - 5. Equipment, materials, and equipment reasonably associated with conducting research that is not otherwise provided for in other research grants, and that cannot be reasonably expected to be provided by a department or other entity at the University.
- iv. Research Grants may not be used to pay for food or other meal costs.
- v. Applications are only accepted for travel or expenses that begin/occur during the same fiscal year as the deadline for which the application is submitted, plus the remainder of the summer term, ending immediately before the first day of classes of fall semester.
- vi. A student may only receive one Research Grant per academic year. However, if a student applies and is denied, he or she may reapply for a different purpose.
- vii. A student may receive only one of either the Travel or Research Grants in a single academic year.

b. Applying

- i. Students must apply for a Research Grant using official application materials, available on the GSO website. Old, outdated, and modified applications will not be accepted.

- ii. The Grant Committee will establish deadlines and publish them on the GSO website.
 - iii. A faculty recommendation letter is required for an application to be considered complete. It is the responsibility of the applicant to ask his or her recommender for a recommendation - the GSO or its Committees will not communicate directly with a recommender.
 - iv. All completed applications received by the end of the day of the relevant deadline will be considered by the Grant Committee when they next review applications.
 - v. An incomplete application will be held for consideration at the next deadline. If the application is complete by that deadline, it will be considered at that later deadline, if not, it will be denied. If there are no later deadlines for the current academic year, the committee will not be able to consider that application.
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 - v. Research Grants shall be no more than \$500. Applicants may receive less than \$500. Applicants may be denied funding.

IV. Grant Payment Information

- a. The GSO will only reimburse spending after the expense has been incurred.
- b. Reimbursement instructions can be found on the GSO website.
- c. All awards are taxable income under US law. Nonresident aliens may have part of their award withheld and paid to the IRS on their behalf by the University.
- d. Reimbursements will only be made after the student presents valid, original receipts and a completed GSO Travel/Research Payment Form.
- e. All necessary materials must be presented to the GSO **within 45 days of when the spending occurred, or 45 days of receiving the grant letter**, whichever is later.
- f. In addition, all reimbursement paperwork must be presented to the GSO at least a week before termination of student status, due to graduation or otherwise.
THE UNIVERSITY WILL NOT PROCESS PAYMENTS FOR NON-STUDENTS!
- g. Reimbursements will never be issued for spending on food.

- h. In order to be reimbursed, it is necessary to provide to the GSO all requested information. Failure to do so will prevent the GSO from making any payments.
- i. The University makes payments only during the first week of each month. To receive your payment by the first week of a month, you must present your paperwork to the GSO by the 10th of the previous month. No guarantees can be made with regards to when a payment occurs, as final processing occurs within a different administrative unit. The GSO will strive to be timely in its paperwork processing. Payments may take as long as ten weeks, although 4-6 weeks is more typical.
- j. The GSO can reimburse for sales tax on allowable expenses.
- k. Students are strongly encouraged to sign up for direct deposit through Myslice. Instructions for doing so can be found on Myslice and the GSO website.

Last updated: April 13, 2016