



GSO Senate Resolution 24.02

A Resolution to Amend and Enforce GSO PAC Grant Policy

Author(s): Melissa Alvisi (GSO Comptroller); Daniel J. Kimmel (GSO President)

Sponsor(s): Saladin Abuhamdiya (University Senator), Michael Ammourey (University Senator), Siwapon Chotikasatein (APS Food Studies), Caleb Fouts, (APS History)

Date(s): 4 October 2023

Action(s): Passed (25 Yes, 3 no, 0 abstain), Endorsed by GSO Finance Committee on 9/27/23

Chair of the Senate: CJ Arnell

President Pro Tempore of the Senate: Roger Rosena

Parliamentarian: N/A

President of the Student Body: Daniel J. Kimmel

Whereas, the GSO Professional, Academic, and Creative Work (PAC) Grant Application provides funding to graduate students in an effort to defray cost of attending academic and professional conferences;¹ and,

Whereas, the GSO PAC Grant awards range between \$50 and \$500 and is graded by the PAC Grant committee on a monthly basis; and,

Whereas, The PAC Grant Committee is funded by the Graduate Student Activity Fee paid by each main campus, enrolled, matriculated graduate student at Syracuse University, overseen by the GSO Senate; and, ²

Whereas, in Fiscal Year 23 (FY23), \$74,117.54 of the Graduate Student Organization's budget was allocated in grant reimbursements;³ and,

Whereas, according to the FY23 Budget Report, \$24,317.49 of the total allocation (encompassing 59 grant awards) was never reimbursed due to failure on the awardee's part

¹ <https://gradorg.syr.edu/travel-grant/>

² Ibid.

³ GSO Comptroller's Budget Report, September 6, 2023. P. 1

to submit the documentation required to reimburse the communicated award amount,⁴ and,

Whereas, PAC Grant policy rules that “each student is eligible to receive one travel grant per academic year”,⁵ and,

Whereas, PAC Grant reimbursements are recorded under the Fiscal Year, not the Academic Year, thus affecting that Fiscal Year’s budget, and the Fiscal Year runs from July 1st to June 30th of the following year; and,

Whereas, the GSO Website and the GSO PAC Grant Payment Reimbursement Form already encourages that “reimbursement paperwork should be submitted within 30 days of completing the travel,” but it is currently not reinforced by policy;⁶ and,

Whereas, the PAC Grant Committee dissolves after the final regular meeting of each session of the GSO Senate, the Senate is out of session during the summer months, and there is no sitting Recording Secretary between June 1st and the GSO elections meeting in early September; and,

Whereas, the PAC Grant Application Process remains open during the summer months, though there is no sitting officer or committee authorized to manage and grade them, often leading to an unmanageable number of summer grant applications for the new PAC Grant Chair and Committee to grade; be it,

Resolved, that the following PAC Grant Policy be adopted, and its language added to or amended in the GSO Fiscal Policy regarding the PAC Grant, as well as reflected in all other places in which PAC Grant Policy is communicated (e.g. the GSO Website and PAC Grant Forms):

- (1) Each graduate student is eligible to receive one GSO grant reimbursement per Fiscal Year.⁷
- (2) Reimbursement paperwork shall be submitted within 30 days after completing the event travel, and/or before the end of the current Fiscal Year (June 30th), whichever comes sooner. If the grant was awarded retroactively for event travel

⁴ Ibid.

⁵ <https://gradorg.syr.edu/travel-grant/>

⁶ Ibid.

⁷ If the student applies for a GSO grant during FY22-23, but submits paperwork during FY23-24, the student will not be eligible to receive another reimbursement for FY23-24.

- already conducted, the required paperwork shall be submitted within 30 days of the applicant receiving notification of their award.⁸
- (3) If reimbursement paperwork is not submitted within 30 days of completing the event travel, or before the end of the current Fiscal Year on June 30th, the award is forfeit. The applicant will be encouraged to apply again.
 - a. An applicant may notify the GSO Comptroller and Grant Chair in advance if they feel that they may face difficulties meeting this requirement; if notified in advance, and if for reasons deemed valid, the GSO Comptroller and Grant Chair may approve up to a 30-day extension in submitting the required reimbursement paperwork.
 - (4) The PAC Grant Application Process shall shut down after the final application deadline of the Fiscal Year (April 15th); no new applications shall be received after this date and over the summer months when the GSO Senate (and PAC Grant Committee) is out of session. The PAC Grant Application Process shall open on September 1st, fifteen (15) days prior to the first application deadline of the Fiscal Year.
 - a. Questions regarding the PAC Grant Application Process shall be fielded by the GSO Vice President of Internal Affairs and Comptroller when the GSO Senate is out of session. They shall encourage graduate students to prepare their application materials for when the process opens on September 1st.
 - (5) Should a graduate student inquire about funding for an event that occurs during the summer months when the GSO Senate and PAC Grant Committee is out of session, they shall be encouraged either (1) to apply prior to the final application deadline of the Fiscal Year on April 15th, with the understanding that their award shall count toward the Fiscal Year in which the reimbursement is received (per rule 1), or (2) to apply in the September following their event for a retroactive grant award.
 - (6) No retroactive awards shall be granted for an event occurring more than three (3) months prior to the date of application.
 - (7) The GSO Grant Chair and Comptroller shall communicate the above policy when the applicant is notified of their grant award amount and shall enforce the policy in any subsequent communication regarding grant reimbursement requirements.⁹

⁸ That is, the student shall submit all reimbursement paperwork required either within 30 days after the award's notification from the GSO Secretary, or within 30 days from the travel dates indicated on the application.

⁹ Once the PAC Grant Committee grades an application and assigns an award amount, the Grant Chair (GSO Secretary) notifies the applicant about the amount of their award and informs them of the additional paperwork required in order for the student to receive their reimbursement successfully.