

Graduate & Professional Student Association

Grant Funding Information

I. Student Eligibility

Only currently enrolled and officially admitted graduate and professional students in a recognized graduate degree program at UNLV are eligible for GPSA grant funding. All applicants must conduct her/his project under the direct supervision of a faculty member in her/his department. The grant is to be used within one calendar year. Thereafter, the account will be closed. **These grants are not for reimbursement** but for funding pending projects: research and conferences. Grant recipients are responsible for monitoring their own accounts and are responsible for any over-expenditures.

II. Required Application Items

- Page 1 Grant Cover Sheet: Complete the provided grant application sheet and select the type of funding you are requesting.
- Page 2 Abstract / Project Description (maximum one page): Provide a concise summary of your project: research or conference travel. Next explain the significance of the project to your field of study, how it will contribute to your department or the community, and specifically explain the strength of your role in the project. Include the methodology (action steps) to be used, expected results, and the evaluation methods. Clearly delineate the specific goals of your project and include a thorough project timetable. Finally, you should state explicitly your intended use of the grant funds and why the project should be funded.
- Page 2a If you are applying for funding to attend a conference please include a brief description of your planned activities (i.e. day of presentation, workshops you're attending, etc.) and *include your presentation acceptance letter (if presenting)*. It is mandatory that an acceptance letter indicating your participation in the conference be included for all emergency grant applications. Applicants applying for a regular cycle grant that have not received a notification of acceptance *may* be provisionally awarded under conditions outlined by the committee. Applicants presenting at conferences that are between the fall and spring semesters must apply for emergency funding.
- Page 3 Letter of recommendation from a supervising, tenure-track faculty member: This letter should describe the applicant's quality of research project or necessity of the conference. Additionally, if applying for emergency grant funding, the faculty support letter needs to specifically indicate why the applicant did not apply within the regular grant cycle.
- Page 3a If applying for emergency funds the applicant needs to attach an accompanying letter of explanation outlining the reason(s) for not applying during the grant period the conference is scheduled.
- Page 4 Itemized Budget Page: Your application must include an itemized budget detailing how you intend to use the requested GPSA funds. Include the appropriate itemized budget format below, when requesting funding for either

research or conference travel. The following information should be included for all requested items to be purchase with GPSA funds when applicable:

a) Research projects – this section should describe:

- The item, description, and price
- Vendor / Retailer
- Vendor address and phone
- Travel documents for data acquisition
- Additional supporting documentation, i.e. invoice
- Brief description of how each item will be used in the project

Or

b) Conference travel – UNLV’s travel allowance may be used to calculate travel costs but preference will be given to applicants that find the least expensive rates. The following is a list of the standard University travel allowance. Per diems do not exceed the amounts listed below.

Per Diem \$26.00 per day (in-state)
\$26.00 per day (out-of-state)
Lodging \$58.00 Su-Th and \$90.00 F-Sa (in-state)
\$90.00 per day (out-of-state)

Provide the following information for *all* travel items related to your GPSA grant requests when applicable:

- Airfare (include a copy of your quote)
- Other transportation, i.e. taxi, bus, UNLV Motor Pool
- Lodging (include a copy of your quote)
- Conference Fees (include a copy of the fees)
- Per Diem
- Conference Documentation, i.e. brochures, acceptance to present notification, and any supporting documentation that may assist in evaluating your request

For current UNLV travel policies and procedures visit this website:
http://www.unlv.edu/Controller/Disbursements/Trvlman/ap_m.htm

III. General Information

1. **Funding Limitations and non-covered items:** Applicants are only eligible for two grant awards per academic year and may submit only one application for each grant period. Any items that have been purchased **prior** to the starting date of the grant are not reimbursable. Tuition, salaries, wages, honorarium, service and/or volunteer compensations, routine supplies, and thesis copies, are not allowed by GPSA bylaws, therefore considered non-covered items.
2. **Graduate & Professional Student Research Forum:** All GPSA grant recipients are required to present their research or presentation at the Graduate & Professional Student Research Forum. This forum takes place annually during the spring semester and projects may be presented in either platform (oral presentation) or poster format. Specific details of the conference are mailed to each recipient in late January and may be obtained from the GPSA Vice President or GPSA Office at any time during the year. Participation in the Research Forum is **mandatory**. Failure to participate will make you ineligible for future GPSA funding.
3. **Acknowledgement:** Any and all reports, papers, articles and books resulting from the applicant's funded project should include an acknowledgement to the Graduate & Professional Student Association.
4. **Funding priorities:** Senior graduate and professional students shall be given consideration in the award process.
 - a. Regular grant cycles (fall, spring, and summer)
 - First Priority – **a.** Research expenses or, **b.** Conference presentation required for the completion of degree requirements (must have written acknowledgement provided by faculty member).
 - Second Priority - Travel expenses necessary for presenting papers at conferences.
 - Third Priority - Conference attendance with no paper presentation.
 - b. Emergency grants (these grants are intended only for individuals that have been accepted to a conference after the regular grant deadline has past and for those dates that fall between semesters, i.e. Winter intersession):
 - First Priority - Conference presentation required for completion of degree, must be acknowledged in faculty's letter of support.
 - Second Priority – Graduate & professional students who are presenting as part of a group or panel with other UNLV participants. In recognition that counterpoint and panel discussions are major factors in the acceptance to present at many national meetings these students shall be given consideration for their participation in a UNLV group presentation.
5. **Appeal process:** If an applicant considers the GPSA Grant Committee's decision to deny funding to be incorrect, a written appeal must be submitted to the GPSA Vice President within seven days.

GPSA Grant Application Check List

(This list does not need to be included in your application package)

Required Application Items:

Page 1	Cover Sheet
Page 2	Abstract / Project Description (maximum one page) (1) Summary of project: research / conference (2) Describe the significance of your research / conference (3) Methodology (action steps) (4) Expected results and evaluation methods (5) Clearly delineate your project goals (6) Clearly state your timetable (7) Clearly state why the project should be funded (8) Conference attendees should include planned activities and dated copy of your presentation acceptance letter
Page 3	Letter of Recommendation from a supervising, tenure-track faculty member describing quality of research or necessity of conference
Page 4	Itemized Budget – must include documentation substantiating research / conference, i.e. equipment invoices, airline ticket costs, lodging
Page 5	Animal / Human Experimentation Approval Form (if applicable)

Additional Items Required for *Emergency Grant Application:

A dated copy of your presentation acceptance letter

Letter of Explanation from applicant detailing the specific need and circumstances that require **emergency** grant funding. Outline your reason(s) for not applying during the grant period the conference is scheduled.

Letter of Recommendation from supervising, tenure-track faculty member clearly stating the reasons **why** applicant requires emergency funding, specifically indicating why the applicant did not apply within the regular grant cycle.

*Complete emergency applications must be received by the GPSA grant committee *prior* to conference attendance. Emergency grants are reviewed on a monthly basis and should be submitted to the GPSA Office, Lied Library, by the 20th of each month.