

DSU GSA Grant Fund Request Form

For Academic and Professional Conferences, Professional Developments Opportunities,
Research, or Networking Events

Guidelines for Application:

- ✚ Applicants must be in good standing with DSU Graduate Student Association. Graduate fees must have been paid in full
- ✚ Applicants must currently be enrolled as a degree seeking graduate or doctoral student at Delaware State University
- ✚ If a graduate student organization is requesting funding for an activity then the faculty advisor will submit the request on the behalf of the organization along with the statement attesting to the use of funding requested to address specific outcomes outlined in the organization's mission statement.
- ✚ Each College is eligible for one (1) grant per fiscal year (July 1st – June 30th) for the support of graduate and doctoral students
- ✚ Requests will be reviewed by the GSA Board and a response will be received within 5 business days from date of submission
- ✚ Applicants should apply at least four weeks before funds are needed. Failure to do so may result in denial of request based upon timeline for processing request.
- ✚ If funding requests are as presenters at professional conferences, awardees will be required to present at the Annual Graduate Research Symposium. All other awardees will be expected to assist with the Symposium. In addition, awardees will submit a copy of your accepted abstract along with event reservations and/or invoices in order to receive funding requests. Failure to do so will result in becoming illegible for receiving future funding.

Please print clearly. Gray spaces are for administrative use only.

1. Name: _____
2. School and Department: _____
3. Degree you are pursuing: _____
4. Student D100#: _____
5. Daytime Phone#: _____
6. Email address: _____
7. Conference/Program/Event Name: _____
8. Conference/Program/Event Location: _____
9. Conference/Program/Event Date(s): _____
10. Have you received a Grant from the GSA before? If yes, when? _____
11. Type of participation: _____

Please check the application type in the first column below and attach all necessary documents.

Application for (Check one)	Type of Participation	Required Documents (Please attach)	Amount Requested	Amount Approved
	Organization request	Letter from faculty advisor attesting to the use of funds to assist organization in meeting its mission and student outcomes		
	Student presenting a paper, poster, or composition either individually or on a panel	Submit acceptance letter for your presentation and a copy of you abstract or similar proof of work		
	Student conduction academic research for a project or thesis/dissertation	Submit proof of participation and a letter from your advisor, department head, or Dean attesting to the academic benefits		
	Student competing in an academic competition	Submit proof of participation and a letter from your advisor, department head, or Dean attesting to the academic benefits of this travel		
	Student attending a national organization meeting as an elected officer	Letter from the national organization stating that you are an elected officer		
	Student participating in a professional development opportunity (i.e. conferences, etc.)	Letter stating that you are participating in a professional development program by the person overseeing you		
	Students hosting an academic, social, or networking event for the Program	Letter stating that you are organizing/participating in the event by the person overseeing and your written proof (reservations, invoices, etc.)		

Date Received:

Date Processed: