MORGAN STATE UNIVERSITY
GROWING THE FUTURE · LEADING THE WORLD·

Morgan State University Graduate Student Association

Grant Funds Request Form
For Academic and Professional Conferences, Workshops,
Professional Development Opportunities, or Research

Guidelines:

- Applicants can request up to a maximum of $500.00 per academic term.
- Membership application and dues, and grant funds application may not be submitted simultaneously
- Applicants must currently be enrolled in a graduate program and be in good academic standing at Morgan State University;
- Members are eligible for up to three (3) grants per fiscal year (July 1 – June 30); one request for each academic semester (fall, spring, and summer).
- Applicants should apply no later than 30 days prior to the event in order to request advanced payment of expenses for the actual event. Failure to do so may cause a delay in receiving funds by the time requested and may require the request to be processed as a reimbursement;
- Applications will be accepted **no later than 90 days** after event for reimbursement.
- MSGSA Grant Funds reimburses for any event related expenses including: meals, presentation supplies, travel, lodging, and national membership fees;
- Awardees will be required to submit a copy of their presentation, paper, or a summary of their professional development experience. In addition, recipients are required to submit 250 word description of event or reflection of event based on the nature of the request. This information may be shared with the members of the graduate student association for educational purposes. Failure to do so will result in ineligibility for future funding.
- Awards are limited and will be granted by the MSGSA Grant Committee.

_____

Please note:
   1) *The State of Maryland does not provide reimbursement of alcoholic beverages; and*
   2) *If your total reimbursement for your expenditures does not reach the amount you were awarded you will not personally receive the difference.*

GRANT APPLICATION

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

1. Name (Last, First):

_____

2. School and Department:

_____

3. Degree you are pursuing:

_____

3. Student I.D. # _____

4. Daytime Phone: _____

5. E-mail:_____

6. Conference/Program Name:

_____

7. Conference/Program Location:

_____

8. Conference/Program Date(s):

_____

9. Have you received a Grant from the GSA before? ☐ YES ☐ NO

    If yes, when? _____

10. Type of participation:

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

Application for:	Type of Participation	Required Documents (Please Attach)	Amount Requested	Amount Approved

(Check 1)				
	Student presenting a paper, poster, or composition either individually or on a panel	Submit acceptance letter for your presentation **and** a copy of your abstract or similar proof of work		
	Student conducting 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 conference	Required documents same as above		
	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. internships, study abroad etc.)	Letter stating that you are participating in a professional development program by the person overseeing you		