Graduate Assistant Conference Grant
2015-2016

The Graduate Assistant Conference Grant provides $100.00 per academic year to teaching or administrative graduate assistants in the graduate assistant bargaining unit to attend a professional conference related to the graduate assistants academic discipline or job duties.   Graduate Assistants (GA's) may receive the grant more than once during the academic year; however, preference is given to GA's who have not been funded previously under this grant program.

Guidelines

Deadlines and Submission Directions
- Grants are reviewed on a rolling basis.
- Requests for this grant must be made and approved (by the department chair or supervisor and the Office of Research & Graduate Studies) in advance of the conference.

> **SCAN as a PDF ONLY and email to cgsforms@cmich.edu. Hard copies are not accepted or retained.**
> **Email subject line: LAST NAME-GA-Submission Cycle. Example: BEERY-GA-Spring2018**

Applications will not be reviewed without the information listed below.
- Signature of the department chair or department supervisor.
- Specific evidence of the conference event taking place. Acceptable evidence is a copy of the conference website homepage including the web address, or a photocopy of the conference program. The GA does not need to be presenting at the conference.

Requirements:

- The GA must be a union member – teaching or administrative GA's only.
- The GA must be a full-time enrolled CMU student at the time of the conference.
- Request for this grant must be made and approved in advance of the conference.
- Funding is on a reimbursement basis.
- Costs eligible for reimbursement include airfare, gas/mileage (determined by CMU), lodging, parking, and registration fees. Research/Creative project or presentation related expenses, and meals are not eligible.
- Monies must be expended within one year of being awarded and prior to the student's completion of their graduate program at CMU.

Graduate Assistant Conference Grant Application
2015-2016

TYPE or PRINT CLEARLY

Graduate Assistant: _____

Email: _____ @cmich.edu   **STUDENT ID #:** _____

Appointment Type: ☐ **Teaching** ☐ **Administrative**

Graduation Date: ☐ May ☐ August ☐ December _____
Year

Have you previously **received** a Graduate Assistant Conference Grant?

☐ **No** ☐ **Yes**   **Award Amount: $** _____   **Received** _____
Semester/Year

Academic Department: _____

GA Department: _____

Conference Name (no acronyms): _____

_____

_____

Date(s): _____   **City/State/Country:** _____

By signing below, I agree that I have read the application guidelines and believe my request complies with all the guidelines.

Graduate Assistant:
Signature	Print Name	Date

Department Chair/Supervisor:
Signature	Print Name	Date

Office of Research & Graduate Studies Use Only

☐ Approved

☐ Denied: _____

ORGS Designate:
Signature	Print Name	Date

(07/15)