

STUDENTS

FACULTY/DGS

GRADUATE SCHOOL

Phase 1: Application (rolling)

- Design budget for workshop, conference, seminar, etc.
- Identify potential funding sources
- Apply for GSPDA through the Student Grant Network

Upload recommendation and/or evaluation forms when prompted by SGN

Await applications



Phase 2: Review (begins first of every month)*

Await award decision

- By first of every month: Begin reviewing proposals
- By middle of the month: Application decisions made

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Phase 3: Pre-Event Award Management

- Complete and return award acceptance letter
- Update Academic iNDex
- Make arrangements for event (travel, lodging, etc.)

Await post-event reports

Begin processing FSA payments as soon as acceptance letter is returned



EVENT (Conference, workshop, seminar, etc.)



Phase 4: Post-Event Award Management

- Within 30 days of event: Complete travel report
- Within 60 days of event: Complete expense report
- After reports are approved: receive funding

Approve correctly submitted expense reports

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* Applications are not reviewed in June or July. Applications submitted after May 1 will be reviewed beginning August 1.