



Graduate Assistant Conference Grant 2017-2018

The Graduate Assistant Conference Grant provides \$200.00 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 that the GA is registered to attend the conference. 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.

