



## **GA Conference Grant Guidelines**

Maximum Grant Amount: \$200

*GA's may receive the award more than once per academic year only if remaining funds are available.*

### **Application Requirements**

Graduate Assistant Eligibility:

Only Teaching or Administrative GA's with an active appointment at the time of the conference are eligible to apply for this grant.

Research GA's are not eligible to apply for this grant.

Application Deadline:

Applications must be approved before the conference.

Registration Evidence:

Applicants must provide proof of registration for the conference.

Department Chair or Supervisor Approval:

Applications must have a department chair or supervisor's signature.

### **Grant Recipient Requirements**

Funding & Reimbursement:

Costs eligible for reimbursement are registration fees and travel expenses. Presentation supplies, project development-related, and meal expenses are not eligible for reimbursement. Reimbursements are applied to the student's CMU account. Students may be taxed on their reimbursement, especially travel reimbursement. Please contact Payroll (Warriner 204, 774-3481) with any tax questions. If you are a non-resident alien, there may be treaty benefits available. ORGS will not transfer funds from this grant to faculty members that have an internal or external grant that provides funding for student expenses. Funds remaining after one year from the award date, or if the student graduates or leaves CMU, will revert back to ORGS. The Office of Research and Graduate Studies must be acknowledged as a funding source on the presentation.