

University of Nebraska-Lincoln
Graduate Student Assembly

Resolution SP2015-16-06

GSA Resolution in support of the special projects application process.

WHEREAS, the Graduate Student Assembly has previously requested a funding allocation for the purposes of special projects funding, and

WHEREAS, the development of a process is required for the equitable distribution of any travel funds, and

WHEREAS, it is understood that the Nebraska Board of Regents allows for student fee money to be provided for special projects proposed by individuals, and

WHEREAS, the Executive Committee in collaboration with the Graduate Senators has developed an application proposal for the distribution of special project grants.

THEREFORE, BE IT RESOLVED, that the Graduate Student Assembly approve the attached special projects grant application process contained below for the 2016-2017 academic year, and

THEREFORE, BE IT FURTHER RESOLVED, that the Graduate Student Assembly will review this process each academic semester in November and March in order to make necessary recommendations for revision.

Author: President Curtis Walker

Legislative Outcome: Passed _____ Failed _____ Tabled _____

Vote: For _____ Against _____ Abstain _____

Signed:

Presiding Officer

President

26 **BYLAW TO ACCOMMODATE NEW SPECIAL PROJECTS GRANT PROGRAM PROCESS:**

27
28 GSA Bylaws ARTICLE --- – GRANTS AND AWARDS

29
30 II. Special Project Grants Program

- 31
- 32 1. **Definition:** The ASUN GSA Special Projects Grants Program (SPGP) makes funds available for
33 special projects, events, or items, which will benefit the graduate student population at the
34 University of Nebraska-Lincoln.
 - 35
 - 36 2. **Objective:** The focus of these grants will be professional or academic development for graduate
37 students. By way of example, projects that could receive grants in this category include
38 professional guest speakers, professional development workshops, or new graduate publications.
39 Special Projects Grants cannot be used for:
 - 40 a. Strictly social events
 - 41 b. Department publicity brochures or operating expenses
 - 42 c. Personal funding for graduate students
 - 43 d. Travel to events
 - 44 e. Membership dues
 - 45 f. Items for regular meetings
 - 46 g. Services already provided at the University.
 - 47
 - 48 3. **Committee:** The committee in charge of the SPGP will be the Professional Development and
49 Career Opportunities (PDCO) Committee of the GSA, or a subcommittee as determined by the
50 PDCO Committee, but must have at least three Departmental Representatives, who are qualified as
51 outlined in the ASUN GSA Bylaw.
 - 52
 - 53 4. **Awards:** The number of awards will be determined by the SPGP fund budget, and shall be equally
54 divided among the two application periods (Fall, Spring). The GSA shall allocate any monies
55 received during the current academic year, as well as rollover funds from previous years, to the
56 SPGP fund.
 - 57 a. Awards for special projects shall not exceed one thousand hundred dollars (\$1000).
 - 58
 - 59 5. **Eligibility:** No student from a University department or graduate program who has failed to
60 appoint or elect and maintain a Departmental Representative to the GSA during the previous
61 academic year shall be eligible to apply or receive any SPGP funds.
 - 62 a. This requirement shall be not be enforced during the first year of the SPGP.
 - 63
 - 64 6. **General application criteria**
 - 65 a. Applications (see Appendix 1) must be filled in completely.
 - 66 b. All applications must include a budget that outlines all other sources of revenue and
67 estimated expenses. Organizers are expected to secure 50% matching funds for the project.
 - 68 i. For example, if your project will cost \$150, \$100 can come from a GSA grant, and
69 \$50 must come from a dean or other source.
 - 70 c. Applications must include a detailed description of the event or project and an event
71 timeline or agenda.
 - 72 d. Applications must include an endorsement of the project or event from an administrator in
73 the unit of the project or event (e.g., department head, dean).
 - 74 e. Events must be open to all graduate and undergraduate students.
 - 75 f. Funds will not be provided for recurring events.
 - 76 g. The maximum amount obtainable for any project is \$1000.00.

- 77 h. All funds must be used in accordance with University policy.
78

79 **7. Application guidelines**

- 80 a. Applications will be accepted throughout the academic year by the PDCO Committee of the
81 GSA.
82 b. Applications must be received no later than one (1) week prior to the PDCO Committee
83 Meeting (meeting dates will be announced on the GSA website).
84 c. Applications for grants must be complete or they will not be considered.
85 d. Applications will be reviewed on a monthly basis until funds are exhausted.
86 e. All applications must be received no more than four (4) months prior to the special project
87 event.
88

89 **8. Review process:** All proposals for grants shall be considered by the PDCO Committee if they meet
90 the requirements outlined here and on the Special Project Grants Form XXX. The Committee has
91 the authority to debate each submission and vote on acceptance. A simple majority vote will be
92 used to determine if a Special Project will receive a grant.

- 93 a. Committee members must abstain from review and voting on grant requests sponsored by
94 themselves or a unit to which they are affiliated.
95 b. Special Project Grants of \$250.00 or less must submit all documents but will not be
96 required to present to the PDCO Committee.
97 c. Recommendation for grants greater than \$250.00 will require the applicant to present to
98 the PDCO Committee. GSA Council has the authority to debate each submission and vote on
99 acceptance. Presenters will be recommended to attend the following Council meeting to
100 answer additional questions if required.
101 d. The PDCO Committee will bring forth their recommendations on Special Project Grants to
102 the monthly GSA Council meeting, where Council can debate and ask for more detail on the
103 decisions made by the PDCO Committee.
104 e. In situations where the PDCO Committee lacks quorum, the Special Projects Grants will be
105 put forth to Council at the next scheduled GSA Council Meeting.
106

107 **9. Application Review Criteria:** Each member of the SPGP review committee will rank each
108 proposal by the following criteria. Each criteria may have a total of ten points, for a total of 40
109 points.

- 110 a. Impact: Priority will be given to projects that will benefit the largest number of graduate
111 students.
112 b. Need for project: Priority will be given to projects that explicitly highlight that the project is
113 fulfilling an unmet need of graduate students.
114 c. Financial need: Priority will be given to projects that have secured matching funds and still
115 have a need for additional funds.
116 d. Preparation: Priority will be given to projects that are well-organized and have clear
117 leadership to ensure a positive outcome of the project.
118

119 **10. Ranking and Notification**

- 120 a. The PDCO Committee shall calculate the final score of all applications, with the highest
121 ranked application receiving the requested funds, and proceeding downwards, until all
122 monies have been allocated. Because of this system, it is recommended that applicants
123 submit their applications as early as possible.
124 b. Provided two or more applications are tied for the last funds to be allocated:
125 i. The faculty advisor of the GSA shall determine who gets the award, permitting there
126 is not conflict of interest. Otherwise, the President of GSA shall make the

determination.

- c. Awardees shall be notified electronically via email within one week of the GSA Council meeting at which the grant was approved, and shall be required to formally accept or decline the award.
- d. If a grantee is unable to complete the project or event, he or she must notify the PDCO Committee as soon as possible.

11. Responsibilities of Grant awardees

- a. Recipients of Special Project Grants are required to send a report of the event to the Executive Vice President within one (1) month of the event, to be included in the Executive Vice President's next report to Council.
- b. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts, or advertisements arising from that grant.
- c. Recipients are required to provide a final budget within one month of the completion date stated in the application.

12. Fund disbursement

- a. Funds may be received through a reimbursement through the SOFS office after the appropriate paperwork is filed.
- b. Funds may also be received by using a direct purchase through the ASUN GSA.
- c. Grants made through the SPGP are made on a one-time only basis and are not to be used for recurring events.
- d. Funds may only be used as approved by University policies and as set forth by the PDCO Committee.
- e. The PDCO Committee shall verify that all claimed expenses comply with University, ASUN, GSA, and GTAP regulations, and verify with the University department or graduate program of the applicant that no expense has been claimed more than once.

13. Compliance

- a. It is the responsibility of all graduate students seeking SPGP funds to read and understand policies and procedures of the University, the Graduate School, ASUN, and GSA. Individuals that receive SPGP funding must be in compliance with all policies and procedures at all times. Projects or events that are found to be in violation of any policy of the University, the Graduate School, ASUN, GSA and SPGP must reimburse any and all funds they received during the time they were in violation of these policies.
- b. Furthermore, individuals that attempt to defraud or mislead the University, the Graduate School, ASUN, GSA and/or SPGP will be subject to disciplinary review, and individuals may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.



University of Nebraska-Lincoln Graduate Student Assembly

136 Nebraska Union
University of Nebraska-Lincoln
Lincoln, NE, USA 68588

www.unl.edu/gsa

FORM XXX – Special Project Grant Application (Page 1 of 2)

Please read this form and all attached documents before returning the application to the ASUN GSA. Please complete all applicable fields. For organizations requesting donations, please include the more appropriate contact person in the General Information section.

General Information

Name: _____ NU ID: _____

Department: _____ Program: _____

Email: _____ Phone: _____

Event or Project Information

Name: _____

Date: _____ Location: _____

Financial Support Information

Funding Request: \$ _____ *Note: For amounts of \$250.00 or more, you will be requested to make a presentation to the GSA.*

Have you requested funding from the GSA before? Y N If yes, when? _____

Have you received funding from the GSA before? Y N If yes, how much? _____

You will be expected to have a 50% match from another source (e.g., department head, dean).

Please list where the matching funds will come from.

If yes, please list all other sources of funding in your budget.

FOR OFFICE USE

Approved by
Chair

Date

Verified the application and the supporting documents are complete

AMOUNT APPROVED

\$ _____

Document Checklist

Event Budget

Event Description, Agenda, and/or Timeline

Endorsement letter

Other: _____

NOTE: Incomplete applications or applications without supporting documents will not be processed. Your application must reach the ASUN GSA Office before the deadline. **Faxed, photocopied, or scanned copies of the original application will not be accepted.**

Declaration:

I certify that I have carefully read the application and Special Project Grant guidelines stipulated in the GSA Bylaws (Article ---, Subsection ---). I recognize that submission and qualification of this application is subject to these bylaws. I declare that the information contained within this application is correct and accurate. I authorize the GSA to investigate the information provided in this application to assess the qualification for this grant if necessary. Should I receive funds from the GSA, I will acknowledge that I have received funds on any printed materials, or in any spoken presentations.

Signature of the Applicant

Date

Signature of the Department representative to GSA

Date

1 **Instructions for Submitting Form XXX – Special Project Grant/Donation Application**

- 2
- 3 1. Read all documents and associated guidelines in GSA Bylaws.
 - 4 2. Complete Form XXX (Page 1 and 2) and prepare all required supporting
 - 5 documents.
 - 6 3. Staple the application form and all supporting documents together, with the
 - 7 application form as the first page. It is not necessary to include these
 - 8 instructions.
 - 9 4. Hand in or mail the application and all supporting documents to:
 - 10 **Executive Vice President, GSA**
 - 11 **University of Nebraska-Lincoln Graduate Student Assembly**
 - 12 **136 Nebraska Union**
 - 13 **University of Nebraska-Lincoln**
 - 14 **Lincoln, NE 68588**

15 **Notes:**

- 16
- 17 1. Please read all documents and associated guidelines before completing
 - 18 and submitting the application. If the application fails to follow the
 - 19 guidelines, the application will not be qualified.
 - 20 2. Incomplete applications or applications without supporting documents will
 - 21 not be qualified.
 - 22 3. Please keep a copy of the application and all supporting documents for your
 - 23 records.
 - 24 4. Faxed, photocopied, or scanned copies of the original filled application will
 - 25 not be accepted.
- 26

27 **Status of Your Application:**

28

29 Your application will be processed during the next Professional Development and Career

30 Opportunities Committee Meeting. Typically, the result of your application will be given

31 within one month.

32

- 33 1. All submitted applications will be sorted and checked for completeness.
- 34 The submitted applications will be reviewed by the PDCO Committee at
- 35 the next available meeting. You may be requested to attend this meeting
- 36 to give a presentation. Based on the completeness and qualification of the
- 37 applications, the PDCO Committee will produce a list of approved
- 38 applications.
- 39 2. The PDCO Committee will present the list of approved applications to the
- 40 Executive Committee for review and approval.
- 41 3. The PDCO Committee will present the list of approved applications to the
- 42 GSA Representatives for review and approval. You may be requested to
- 43 attend this meeting to give a presentation. Following approval from the
- 44 GSA Council, all applicants will be notified regarding the status of their

45 application.

46 a. Reimbursements for costs incurred for approved projects will be
47 issued after completion of the Project.

48

49 **Responsibilities of Grant Awardees**

50

51 a. Recipients of Special Project Grants are required to send a report of the event
52 to the Executive Vice President within one (1) month of the event, to be
53 included in the Executive Vice President's next report to Council.

54 b. All individuals, organizations or departments receiving funds must
55 acknowledge that they received funding from the GSA in any publications,
56 broadcasts, or advertisements arising from that grant.

57 c. Recipients are required to provide a final budget within one month of the
58 completion date stated in the application.

59 **Appendix 2. Review rubric**

60

Criteria	Points
Impact: Priority will be given to projects that will benefit the largest number of graduate students.	10
Need for project: Priority will be given to projects that explicitly highlight that the project is fulfilling an unmet need of graduate students.	10
Financial need: Priority will be given to projects that have secured matching funds and still have a need for additional funds.	10
Preparation: Priority will be given to projects that are well-organized and have clear leadership to ensure a positive outcome of the project.	10
Total	40

61