



Competitive Professional Reimbursement (CPR) Information Sheet 2016-2017

The Graduate Student Organization (GSO) is dedicated to fostering the professional development of Steinhardt graduate students. To this end, the GSO offers professional development funding on a **competitive** basis to help defray the cost of various professional activities related to graduate student studies such as attending professional conferences, research projects, art exhibits, musical performances, speaking engagements, etc.

About the Competitive Professional Reimbursement Fund

- Funds are awarded as reimbursements for expenses related to professional development activities that are not required for, but are beneficial/connected to the student's program or career.
- Reimbursements are awarded twice a year, once in the fall, and once in the spring semester.
- The **maximum** amount of each award is \$250.
- Funds can be used to cover conferences fees, workshops, professional development programs, travel and accommodation expenses, and presentation supplies. No personal expenses, food, or beverages will be covered.
- Reimbursements are competitive; **applying does not guarantee that funds will be awarded.**
- Reimbursements are awarded by the Selection Committee, which includes the GSO President, Vice President, and Treasurer.
- Reimbursement awards can be appealed by submitting a letter to the GSO Executive Board within one week of the date of the letter notifying the applicant of his or her funding status.

Eligibility Requirements:

- Applicants must be matriculated graduate students in NYU Steinhardt at the time of application and at the time of the event's occurrence.
- Professional development activities should take place after previous CPR Deadline. First year student only eligible to apply for development activities after first day of your NYU enrollment.
- Reimbursements will be given only for professional work or activities connected to, but not required by the student's program of study or professional development. Reimbursements will not be awarded for such things as tuition, loans, student fees, organization dues, books, or coursework supplies.

Applications

- Can be submitted only once for each event or activity. Cannot be submitted for activities that are being paid for by other funding sources.
- Must be completed in full and submitted by the stated deadline. Late, incomplete, or illegible applications will not be considered.
- Must include a typed, narrative statement of minimum 500 words, providing an overview of and explaining your involvement with the reimbursement-related activity, and how this activity relates to your professional goals.
- Must contain an itemized budget or a list of costs incurred for which reimbursement is requested. Original receipts **must** be included with the application (**please keep a photocopy for your records**). If you have paid for expenses by check, also include a copy of the cancelled check used for payment. If you have paid for expenses by credit card, also include the credit card statement (*be sure to mark over the account number on your statement to ensure confidentiality*).
- **Must include the appropriate Expense Reimbursement Forms: EXP2000S and/or EXP2000T. Information and instructions on where to locate these forms, and for completing them, are found in this packet.**
- Should include any supplementary material available, such as a copy of the program, a laminated name tag, or other item that clearly shows that the requesting student was a participant at the event for which he/she is requesting reimbursement. Should also include a self-addressed envelope (do not include postage), in which materials can be returned to those not awarded reimbursement.

Deadlines:

Submit completed applications to the GSO office (Pless, third floor) by the following deadlines: Fall semester: **December 2, 2016 (5:00 PM)**, Spring semester: **May 5, 2017 (5:00 PM)**. Applicants will be notified of the Committee's decision regarding their application before the end of the fall and spring semesters by email.

Competitive Professional Reimbursement (CPR) Application Instructions 2016-2017

Checklist:

- Competitive Professional Reimbursement (CPR) Application 2016-2017
- Statement of Purpose
 - Applications must include a typed, narrative statement of minimum 500 words, providing an overview of and explaining your involvement with the reimbursement-related activity, and how this activity relates/contribute to your professional goals.
- Proof of Attendance
 - Name tag, program, or brochure with applicant's name
 - Quote or photo that illustrates professional development experience
- Student Expense Reimbursement Form (EXP2000S)
- Expense Breakdown Sheet (Travel) (EXP2000T)
 - This form is for Travel expenses ONLY. If you did not travel (i.e. space rental, purchase of art supplies, etc.) then you will only complete the EXP2000S form.
- Itemized Receipts-Proof of Purchase
 - Attach original receipts and keep a copy of your records.

Form Instructions:

Form EXP2000T - This form is for Travel expenses ONLY. If you did not travel (i.e. space rental, purchase of art supplies, etc.) then you will only complete the EXP2000S form.

View / print EXP2000T at: <https://goo.gl/h8Ytev>

Complete *only* the following sections:

1. Payee's full name
2. School/Department
3. Your telephone number
4. Your dates of travel (departure and return dates)
5. Purpose of travel (i.e., presented at the AATE conference in Washington D.C. in March of 2007).
6. Complete each applicable box of the "expense details" chart.
7. Subtotal all columns of "expense details" chart.
8. **DO NOT** complete "meals" chart. Meals are not eligible for reimbursement.
9. Enter total of all expenses from "expense details" chart.

Form EXP2000S - This form is for NYU Students. View / print EXP2000S at: <https://goo.gl/BfEVyf>

Complete *only* the following sections: (*Do not fill in Cash Reimbursement Box*)

Box #1: Enter your full name

Box #2: Enter your home address

Box #4: Enter "STEINHARDT GSO"

Box #5: Enter your university ID (N number)

Box #11: Briefly describe the event (i.e., *Registration for AATE conference (09/09/2016-09/10/2016). Part of GSO reimbursement process*).

Box #12: Complete first row of boxes only – your signature (required), email, telephone number, and date.

***Please remember to use only the form that applies to you in the application.**

***Please remember to attach all original receipts.**

Return the completed application to the GSO Office:

3rd Floor of Pless Hall, Room 340B **inside the student lounge.**

Please follow order of the checklist(DO NOT STAPLE), put it in an envelope, and drop off at the GSO office.

No applications will be accepted after the deadline.

If you have any questions regarding this application, please contact us at: steinhardt.gso@nyu.edu



Competitive Professional Reimbursement (CPR) Application 2016-2017

Name (Please match with your ID):

Department:

Degree:

Expected Graduation Date:

Program Name:

NYU University ID NO. (i.e. N11110000):

Funding Use (Check one):

Conference

Other (Specify):

Date(s) of Event:

Amount Requested (\$250 maximum):

Mailing Address:

NYU Email Address:

Contact Phone Number:

Name of Your Faculty Advisor:

Faculty Advisor Phone and Email:

Please remember that these grants cover activities that have already taken place and that application does not guarantee the awarding of reimbursement funds.

Signature of Applicant: _____ Date: _____