Graduate Student Organization

Professional Development Competitive Reimbursement Application 2013-2014

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 Professional Development Competitive Reimbursement Fund

- Funds are awarded as reimbursements for expenses related to professional development activities that are not required for, but are beneficial to the student's program or career.
- Reimbursements are awarded twice a year, once in the fall, and once in the spring semesters.
- The maximum amount of each award is $250; if additional funding is available, selected recipients will receive up to $550.00. Please request for up to $250.00, the selection committee will determine if students receive additional funding.
- 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, GSO Vice President, and the GSO 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.
- 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.
- Applications cannot be submitted for activities that are being paid for by other funding sources.
- The application must be completed in full and submitted by the stated deadline. Late, incomplete, or ineligible applications will not be considered.
- Applications must include a typed, narrative statement of 500 words or less, providing an overview of and explaining your involvement with the reimbursement-related activity, and how this activity relates to your professional goals.
- Applications 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).
- Applications 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.
- Applications should include any supplementary material available, such as a copy of the program, a laminated nametag, or other item that clearly shows that the requesting student was a participant at the event for which he/she is requesting reimbursement.
- Applications should 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 by the following deadlines:
Fall semester: December 6, 2013   Spring semester: May 2, 2014

Applicants will be notified of the Committee's decision regarding their application before the end of the fall and spring semesters.

Revised October 2013
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NAME: ____________________________________________________________

DEPARTMENT: ______________________ PROGRAM: ____________________

EXPECTED DEGREE (Check one):
   M.A. _____ Ph.D/Ed.D. _____ Other (Specify): _______________________

SCHOOL IDENTIFICATION NO. (i.e. N1110000): ______________________

FUNDING USE (Check one):
   Conference _____ Other (Specify): _________________________________

DATE OF EVENT: _________________________________________________

AMOUNT REQUESTED ($250 maximum): _______________________________

MAILING ADDRESS: _______________________________________________
   _______________________________________________________________

EMAIL ADDRESS: _________________________________________________

HOME PHONE: ______________________ WORKPHONE: __________________

ATTACH YOUR 500 WORD NARRATIVE STATEMENT TO YOUR APPLICATION.

ATTACH ORIGINAL RECEIPTS TO YOUR APPLICATION (Keep a copy for your records).

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: __________

SIGNATURE OF FACULTY ADVISOR: ______________________ DATE: __________

PRINTED NAME OF FACULTY ADVISOR: ________________________________

Return the completed application to the GSO Office:
   3rd Floor of Pless Hall, Room 340B inside the student lounge
   Staple everything together, put it in an envelope, and slide under the GSO office door.

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

Revised October 2013
Form Instructions:

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


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 the EXP2000S:

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 #7: List a description of expense type (i.e. Conference, travel, etc.)

Box #8: Enter total amount of expenses (first line and bottom line).
(NOTE: While your total expenses may be higher than $250, GSO will reimburse only up to $250.)

Box #10: Write out the total amount (UP to $250) (i.e., Two Hundred and Fifty Dollars).

Box #11: Briefly describe the event (i.e., Registration for AATE conference. 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.
*If you have ANY questions, please contact us at Steinhardt.gso@nyu.edu

Your Completed Application Packet Should Include:

1. Application
2. Narrative overview
3. Itemized budget or a list of costs incurred along with original receipts (cancelled checks or credit card statements as proof of payment)
4. Forms IND4000 (if you are NOT an employee or student employee of NYU)
   OR
   EXP2000S (if you are an NYU Student)
5. Form EXP2000T if you are requesting Travel Expenses ONLY