



OFFICE OF THE GSC PRESIDENT

Graduate Student Council
of Seattle University
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Graduate Student Body
Seattle University

September 28, 2022

Research and Conference Reimbursement (RCR) Grant

Dear Redhawks,

I hope you all are having a great start to the quarter! The Graduate Student Council is committed to advocating for all graduate students and providing services to assist in your professional development. One of the well-known services that GSC provides is research and conference funding. Scholarly research and conference attendance are integral to professional, master's, and doctoral degrees. As graduate students, conferences and research play an important role in academic growth and development by providing the opportunity for training, networking, and exposure to the latest research; therefore, GSC established a fund to award individual reimbursement grants to assist graduate students in conference attendance and research.

The purpose of the GSC Research and Conference Reimbursement (RCR) Grant is to support and facilitate graduate and professional student research initiatives and professional formation through the attendance of professional conferences. The program is designed to help offset the costs associated with scholarly research and conference attendance that are not directly funded by other agencies, schools/departments within the university, or grants to advising faculty members.

Applications for the 2022-2023 RCR Grant are officially open! For this academic year, applicants may be awarded an **amount of up to \$800 in reimbursements**, per student, per academic year.

Please carefully review the following RCR Grant operating policy as things may have changed.

GSC funding comes directly from the student activity fee and our goal as the executive board is to provide new opportunities and outreach to as many graduate students, especially to students seeking additional support. The intent of this program is to acknowledge the extraordinary work of graduate students, promote community engagement and collaboration, and uphold the mission and values of Seattle University. If you have any questions, please contact the GSC Finance Committee GSCFinance@seattleu.edu

In prayerful solidarity.

Daniel Tamayo

GSC President & Board Chair



GRADUATE STUDENT COUNCIL *of* SEATTLE UNIVERSITY

Research and Conference Reimbursement (RCR) Grant

Operating Policy 2022-2023

Purpose:

The purpose of the GSC Research and Conference Reimbursement (RCR) Grant is to support and facilitate graduate student research initiatives and professional formation through the attendance of professional conferences. The program is designed to help offset the costs associated with scholarly research and conference attendance that are not directly funded by other agencies, schools/departments within the university, or grants to advising faculty members and/or co-researchers.

Grant Award:

Reimbursements are awarded to applicants for the following, within their field of study:

1. Conference/training attendance (*approval from school/college dean required*)
2. Research/Conference presentations (*approval from school/college dean required*)
3. University-based research projects
4. Professional Organization Membership Fees

For this academic year, applicants may be awarded an **amount of up to \$800 per student**. Students may apply only for the RCR grant once per academic year. Applicants for the RCR grant may not apply for other GSC grants/scholarships (i.e GSC Textbook scholarship).

Eligibility Requirements:

All students are **required** to meet the following criteria to be eligible for RCR Grant:

- Currently enrolled full-time or part-time Seattle University graduate student in good academic standing at both the time of application and the research/conference presentation.
- Graduate students demonstrate financial need after seeking external funding sources. (*school/department funding, financial aid office, etc.*). Documentation and proof are required.
- All applicants are required to uphold the mission and values of Seattle University and represent the university during the conference/event.



As a reimbursement grant, students are responsible for seeking funds from their college or department **before** applying for RCR funding. Please contact your college/department to request for available funding resources. If external funding sources do not cover the total cost of the conference/research, please submit proof of funding or the need for additional funding in your application.

College of Law graduate students are **not** eligible for GSC-RCR funding, please see Seattle University's [Student Bar Association \(SBA\)](#) for College of Law funding.

Note: All applications are dependent on the approval of the GSC Finance Committee, ProcureSU and all other associated approving parties. Applicants are not guaranteed to be awarded with the RCR grant. The GSC Executive Board may request additional documentation for all applications, when necessary.

Guidelines for RCR Funding:

- Students may apply for the RCR grant **after** the scheduled conference/event.
- RCR grants will only be disbursed to awarded applicants and are not transferrable. GSC will only reimburse for actual expenses incurred by that student and will only be sent to the applicant's student account. All purchases must be made by the applicant with proper receipts.
- **Policy with ProcureSU:** "Reimbursement expenses must be submitted to [GSC] within 60 days of incurring the expense. If turned in after 60 days, the University reserves the right to not reimburse the expense. The exception to the 60-day rule is when an expense occurs between May 15th and June 30th. In this situation, the reimbursement must be submitted before July 15th. This policy allows the University to recognize the expense in the appropriate fiscal year in accordance with generally accepted accounting principles". ProcureSU has the right to ask for additional documentation and reject applications as deemed necessary.
- GSC will **not** reimburse for the following:
 - Food expenses
 - Technology (*i.e. computers, laptops, hard drives, etc*)
 - Registration late fees and missed deadline fees
 - Upgrade costs (*upgraded business/first class airfare tickets, upgraded lodging, etc.*)
- The GSC Finance committee, with a majority vote, will have the discretion to approve or deny applications based on the criteria set forth by this operating policy. Please submit all applications completely to prevent rejection or delays.

Permitted Expenses:

Students may request reimbursements for costs associated with the following:

1. Professional conference registration costs
2. University-based research project registration costs
3. External Training costs (*event approval from school/college dean required*)
4. Airfare, Transportation, or Lodging for Conference Events
5. Professional organization membership fees (*i.e.: Washington State Nursing Association*)
6. SU Club membership/registration fees



Note: Students are required to utilize discounts or rates available to graduate students. GSC will reimburse costs with respect to student rates or discounts as noted at the base price. All expenses must be priced at a standard rate. Itemized receipts are **required**.

Application Process:

1. Prospective applicants must complete the RCR application on GSC's [ConnectSU](#) homepage.
2. To receive reimbursement, the student must include the following documents in the application:
 - a. [Letter of intent](#)
 - b. One (1) letter of recommendation from a Seattle University dean, faculty, or instructor
 - c. [RCR Grant line-item budget](#)
 - d. Proof of application of external funding
 - e. Receipts, boarding passes, and bills (*only itemized receipts with timestamps will be accepted*)
 - f. Photos of the event are also encouraged and welcomed. Please submit all reports to both GSCChair@seattleu.edu and GSCFinance@seattleu.edu
3. The GSC Finance committee shall review all applications and approve all requests based on the criteria written in this operating policy.

If you have any questions regarding the RCR grant funding applications, please contact the GSC Vice President of Finance at GSCFinance@seattleu.edu.

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