



## CONFERENCE ALLOCATIONS FORM

### Conference Information

Department: \_\_\_\_\_ Mini-GSA: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Mini-GSA Active?:  Yes  No  
 Conference Title: \_\_\_\_\_

### Requestor Information

Full Name: \_\_\_\_\_  
 UCR Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Contributions		
	Source	Amount
	Department Support (the home department must support in some way)	
GSA contribution cannot exceed 50% of total budget. Use additional paper if necessary		<b>Total</b> <b>Total Requested</b> <b>from GSA</b>

**THE COMPLETE APPLICATION (THIS FORM AND ACCOMPANYING MATERIALS) MUST BE SUBMITTED TO THE VPAA (HUB 203) DURING A PRECONFERENCE MEETING BY THE DUE DATE (SEE INSTRUCTIONS).**

\_\_\_\_\_  
*Requestor Signature* *Date*

Mini-GSA: Good standing & eligible for funding.  Mini-GSA: Not eligible for funding.  
 Application Complete  
 E&AC Recommendation  GC Approval  
 Amount: \$ \_\_\_\_\_ / \$ \_\_\_\_\_

\_\_\_\_\_  
*GSA VPAA Signature* *Date*

Required Application Materials

Application Materials Checklist (incomplete applications will not be approved):

- Conference Allocations Form (*page 1, completed and signed*)
- Conference Proposal (*includes abstract, purpose, expected attendance, outside sponsors, and/or joint conveners*)
- Line-Item Conference Budget (*includes all items to be purchased, funding, and last year's actual cost and GSA allocation, if any*)
- Department Letter of Support (*letter from the requestor's academic department – either the Department Chair or Graduate Advisor – confirming that this is a conference of academic merit, is open to all graduate students, and is supported in some way by the department*)

Due Dates

Once a completed application is submitted and eligibility is determined, the GSA Events & Allocations Committee evaluates the application and makes a grant recommendation, based on the applications strength and available funding, to the General Council, which then approves or denies the application. In order to complete this process before the conference, applications must be submitted during a preconference meeting with the GSA Vice President of Academic Affairs.

Applications are due by the 22<sup>nd</sup> day of the month preceding the conference (e.g. for a conference scheduled for November 17<sup>th</sup>, the preconference meeting/application submission should take place before October 22<sup>nd</sup>). Conferences that take place in the first week of the month should submit one month earlier, if possible (e.g. for a conference taking place April 3<sup>rd</sup>, the preconference meeting/application submission should take place before February 22<sup>nd</sup>).

Criteria

- Preconference Meeting with GSA (*Organizers must meet with the VPAA to submit materials and discuss GSA funding rules*)
- GSA Logo must appear in a prominent location on all conference materials (*e.g. programs, brochures, signs*)
- Open Conference (*the conference must be open to any and all graduate students who wish to attend*)
- Verification (*a member of the Events & Allocations Committee will attend the conference for verification purposes*)
- Post-Conference Communication (*conference organizers are required to give feedback to the GSA about the conference, e.g. grad student attendance, actual costs, intention to seek GSA funding next year*)