

GRADUATE STUDENT ASSOCIATION

Graduate Student Association
Sykes 216
West Chester, PA 19383

Conference Registration Grants

The Graduate Student Association provides grants to WCU graduate students who present their research at professional conferences or attend professional conferences. These conferences are defined as gatherings of organized societies of professionals to present **original research findings**. The goal is to enrich the academic experience for the student at WCU and representation of WCU at national conferences. A student may be reimbursed for **up to \$500.00** for presenting at such a conference or **up to \$300.00** for attending such a conference. Please note that the Graduate Student Association is only able to reimburse expenses that are documented by receipts, it is not able to provide advances.

- There is no guarantee that a student will be reimbursed the full \$500.00 or \$300.00. Reimbursement depends both on funding available and proof of expenses.
- All grants must be based on the student's original research findings or attendance, and **approved by the academic advisor**.
- A student is able to receive reimbursement for **ONE** conference per academic year.

Procedure for submission

- Application forms are available-
 - o At the GSA office: Sykes 216
 - o http://www.wcupa.edu.edu/_ADMISSIONS/SCH_DGR/gsa.html under "FORMS"
 - o by email- gsa@wcupa.edu
- Submit completed application with **ALL RECIEPTS** for lodging, conference registration and travel costs to the GSA office (SYKES 216).
- You will NOT be reimbursed for air tickets if the distance is up to 2 hours driving time each way (120 miles) or 2 hours train travel. Your name MUST appear on the ticket receipt.
- Lodging will be reimbursed if overnight stay is required with air travel. Check with GSA president prior to staying overnight if traveling by any other means for reimbursement. Your name MUST appear on the lodging receipt.
- If presenting at a conference, an abstract of the original research topic must be submitted along with the application. If only attending a conference, a short summary of the benefit of attending must be submitted along with the application

CONFERENCE REGISTRATION GRANT APPLICATION

Please complete and turn in with conference registration receipt. Your name must be printed on the receipt.

Student Information:

Name:

Social Security Number/ WCU ID#:

Department:

Program:

Address (where you would like the check mailed):

Phone (to call in the event there is a problem):

Email:

Signature and Date:

Date of Meeting/Conference:

Name of Meeting/Conference:

Advisor Information:

Name and Title:

Please Comment on why the above named student should attend the conference:

Signature and Date:

CONFERENCE REGISTRATION GRANT APPLICATION

Name:

Program:

Name of Professional Conference:

Dates and Location of Conference:

Dates Attending Conference:

Title of Presentation or Poster if Applicable (attach submitted and approved abstract verified by Advisor):

What is the value of the proposed presentation?

Mode of Transportation:

Cost of Travel:

Lodging Costs:

Registration Costs:

GSA USE:

Total Costs:

Costs approved by GSA:

GSA signature/date into SSI: