

Graduate Student Association
Kennesaw State University
www.ksugsa.com

Funding Directions & Information

Submitting your budget request:

1. Please fill out the appropriate funding request form and attach any information that will help the budget committee understand your request (ie: itemized excel spreadsheets, speaker biographies, background information on your event, any fund raising efforts and any sponsors secured).
2. Please be clear and descriptive when formulating your budget request as you may be asked to clarify or submit more details. This can/may delay the process of your request. For additional help with your budget request, please email **gsa.ksu@gmail.com**.
3. If you are a graduate student organization registered with GSA and are requesting funding, your budget request must be signed by both your organization's President and sponsoring professor/advisor.
4. If you are an individual graduate student requesting funding, you and your sponsoring professor must sign your budget request.
5. Please note that GSA encourages all individuals/groups to submit their budgets requests early as it may take up to two weeks to process your request. GSA also encourages individuals/groups to seek additional sources of funding such as fund raising and sponsorships.
6. Please deliver 2 copies of your request to the Dean of Graduate Studies Office, which is located on the third floor of Kennesaw Hall. Please make sure that your request is in a packet labeled "Attn: Tsen-Tsen Diya, GSA President."
7. The GSA President will inform the requestor via email the decision of the budget committee within 14 days after the request has been submitted.
8. All funding decisions are final and no appeals can be made.

Submitting your reimbursement request:

1. Please be aware that all reimbursements over \$50 will be in the form of a check. Any reimbursements under \$50 will be in the form of cash.
2. To receive your funds, please fill out a Reimbursement Form. This form will require you to attach **all original receipts** for your expenses. Make

- sure all receipts are attached, as they must be submitted at one time. Should your receipts total more than your awarded dollar amount, you will only receive reimbursement for the dollar amount approved.
3. It is imperative that you fill out the reimbursement form in its entirety. All information will be kept confidential.
 4. A maximum of 5 students can receive reimbursement checks.
Example: Your event costs you \$700 and a total of 7 students share the expenses of the event. Only 5 students can receive a reimbursement check. Those 5 students can then reimburse the other 2 students however they choose, by personal check or cash.
 5. Each student receiving a reimbursement check should submit a **separate** reimbursement form.
 6. Reimbursement forms submitted for the **same event** must be submitted at the **same time**.
Example: Five students share the expenses for a particular event. Therefore, 5 reimbursement forms must be filled out and these 5 forms must be submitted at one time within the same packet.
 7. Please deliver your reimbursement request to the Dean of Graduate Studies Office, which is located on the third floor of Kennesaw Hall. Please make sure that your request is in a packet labeled "Attn: Tsen-Tsen Diya, GSA President."
 8. Failure to follow the above directions will cause a delay in your reimbursement.

It is the mission of GSA to act as a resource by assisting and granting funding to graduate students and organizations for various events and opportunities. However, GSA reserves the right to allocate the majority of its funding to events where ALL graduate students can attend and participate. Therefore, there may be some instances where funding requests will not be honored in their entirety.