

## Graduate Student Activity Grant Application Instructions

The Graduate Student Activity Grant (GSAG) will provide supplementary funding for broad-based educational, cultural, service projects, or social events that may not be able to accommodate all graduate students. Individuals and groups may apply. The GSAG will not exceed two hundred fifty dollars (\$250) per award (one award per event). Each individual/group is limited to one award per semester.

### Before you apply:

- Eligibility: All Rice graduate students, undergraduate students, faculty, staff and campus organizations may submit proposals. There is no limit to applications, but each individual/organization is limited to one award per semester.
  - For non-graduate applicants: GSA requires that all grants requests have a graduate student sponsor who will serve as the contact person. In the scenario that you cannot find a graduate student sponsor, please contact the GSA at [gsa@rice.edu](mailto:gsa@rice.edu).
- Deadlines: The deadline for grants submissions is 11:59PM on the 1<sup>st</sup> of every month.
  - Applications must be submitted by the 1<sup>st</sup> of the month prior to the event/project being considered for funding. For example, an application for an event occurring on April 10<sup>th</sup> would need to be submitted by March 1<sup>st</sup> and an application for an event occurring October 30<sup>th</sup> would need to be submitted by September 1<sup>st</sup>.
  - Late applications will not be considered.

### Application Process:

- Complete the [online application](#).
- The Grants Committee will give priority to:
  - First-time applicants
  - Proposals that demonstrate a meaningful impact on the Rice graduate community.
  - Clear and complete applications, including a detailed budget.

Note: Graduate Student Activity Grants cannot be used to fund the purchase of alcohol. If there will be alcohol at your event, please note in your budget where alternative funding for alcohol will be coming from. Also, don't forget that all events with alcohol must be registered and approved by [Student Judicial Programs](#).
- Optional: Send a representative from the party submitting the grant proposal to the GSA Council meeting to publicize your event. The GSA Council meets on the third Tuesday of each month in the GSA Captain Lounge.

### After you apply:

- You will receive a decision from the Grants Committee within two (2) weeks of the application deadline.
- If you are awarded a GSA Student Activity Grant:
  - Contact the GSA Media Directors for assistance in promoting your event/activity.
  - Funding will be provided on a reimbursement basis or via the use of the GSA P-Card. All documentation must be turned in within one (1) month of the event/activity. The event/activity must take place within three (3) months of being allocated funding.
  - GSA must receive the following:
    - Submit a [post-event evaluation form](#) online.
    - Original receipts and invoices for services/fees paid. All purchases should be **tax exempt** (using the [tax exempt form](#)). If using the GSA P-Card, the responsible individual/group will have to pay back any taxes because of the University's tax-exempt status. Individuals seeking reimbursement will not be reimbursed for tax.
    - Appropriate event reimbursement forms (i.e. entertainment, business, meeting, or petty cash forms as required by Rice)

Be sure to follow GSA reimbursement guidelines as **outlined below**.

## **GSA Reimbursement Guidelines**

### **General guidelines:**

1. Always use a tax-exempt form. GSA and Rice are exempt from Texas Sales Tax (except on alcohol) and any tax will not be reimbursed.
2. Make sure to get an ITEMIZED receipt (including tip), e.g.: 5 Pepperoni = \$40, 2 Sausage = \$15, 5 Cheese = \$30, and \$5 tip for a pizza order.
3. Make sure to have a sign-in sheet (if under 10 people are present, individual names must be provided; if over 10, group affiliations with specific numbers is acceptable if an event poster or email announcement is given too).
4. Submit confirmation that you have filled out the [post-event evaluation form](#).
5. Fill out ALL required forms as fully as possible.
6. If the event had alcohol, get a copy of the SJP approval.

### **Form guidelines:**

1. Turn in receipts, forms, etc. within one (*1*) month after transaction. Events will not be reimbursed if receipts and appropriate forms have not been turned in within three (*3*) months of the grant-issue date (when the GSA Council approved your grant, if applicable). If you fail to turn in all appropriate forms, invoices, receipts, etc., the GSA VP of Finance has the ability to deny you repayment. You may appeal this denial directly to the GSA Council at a regular meeting. If the appeal is granted, you will have one (*1*) further month in which to turn in all appropriate forms for reimbursement.
2. If your organization has a C-Fund, fill out an interdepartmental transfer (IDT) form as completely as possible.
3. If you or your organization does not have a C-Fund, fill out and turn in a Business Meeting Form
4. Combine all receipts for the same event for one form.
5. Make sure charges for alcohol are clearly marked and a copy of the SJP approval is attached
6. Attach a list of attendees or an email announcement about the event.
7. If the total charge on each individual receipt is less than \$100, fill out a Petty Cash Form.
8. If you don't have an itemized receipt, fill out a Missing Receipt form.

So, in summary (any or all of the above situations may apply):

- IDT or Business Meeting Form
- Sign-in sheet or e-mail announcement
- ITEMIZED receipts
- Confirmation of filling out GSA Grant follow-up form (if applicable)
- SJP approval (if applicable)
- Petty Cash Form (if applicable)
- Missing Receipt Form (if applicable)

Please submit all receipts and other forms to the GSA VP of Finance. Submit forms electronically at [gsafinance@rice.edu](mailto:gsafinance@rice.edu) or leave paperwork in the GSA VP of Finance box in the Student Activities office.