

**Graduate Student Association  
University of Maryland, Baltimore County**

**GSA Travel and Research Grants: Policies and Procedures**

***General Policies and Procedures***

- 1) To receive GSA funding, full and part-time graduate students must meet the following requirements:
- Be enrolled at UMBC and paying graduate fees for the semester funds are requested
  - Be in a graduate program or academic department with an *active* GSA Senator
  - Be in good academic standing
  - Be in compliance with GSA procedures for submitting travel or research grants
  - If in a combined program, have a bachelor’s degree or equivalent

Type of Graduate Student	Eligibility for Funding
Masters Student	<ul style="list-style-type: none"> <li>• A maximum of \$500.00 per semester.</li> <li>• A maximum tenure allowance of \$1,500.00</li> </ul>
Doctoral Student	<ul style="list-style-type: none"> <li>• A maximum of \$500.00 per semester.</li> <li>• A maximum tenure allowance of \$2,500.00</li> </ul>
Student who is enrolled in his or her second Masters at UMBC	<ul style="list-style-type: none"> <li>• A maximum of \$500.00 per semester.</li> <li>• A maximum tenure allowance of \$1,500.00 less any GSA funds previously used during his or her time as a UMBC graduate student.</li> </ul>
Student who is enrolled in a doctoral program having completed a Masters at UMBC	<ul style="list-style-type: none"> <li>• A maximum of \$500.00 per semester.</li> <li>• A maximum tenure allowance of \$2,500.00 less any GSA funds previously used during his or her time as a UMBC graduate student.</li> </ul>

- 2) To ensure GSA approval and subsequent reimbursement, students must submit travel and research grant applications at least three weeks prior to incurring costs. (See deadline exceptions below).  
Exceptions: If students cannot submit a grant application three weeks prior to incurring costs, they may submit grant applications up to one week before incurring costs. However, GSA offers students no guarantee that they will be notified of grant application approval before incurring costs. Thus, GSA offers students no guarantee of reimbursement. GSA will not approve grant applications that it receives less than one week before students incur costs.
- 3) GSA does not provide funds to students in advance of research or travel purchases. Students are responsible for paying research and travel expenses. With proper documentation (please see specific policies and procedures below), GSA reimburses students for expenses incurred up to their authorized amount. GSA will not reimburse graduate departments that fund students’ research or travel purchases.
- 4) When students incur costs, they must record all expenditures and get receipts to give GSA for reimbursement. Once GSA receives their receipts and processes their forms, students can expect to receive a reimbursement check within six to eight weeks. (Please see individual sections for Travel and Research Grants for more details on reimbursement.)
- 5) To be reimbursed, students must fulfill the following requirements:
- a. Students must submit original receipts. The UMBC Accounting Office does not accept copies or faxes, but it will accept students’ email receipts for registration confirmations or airline travel.

- b. If students use a credit card or check, they must submit their credit card statement(s) or cancelled check(s) to show that they paid for their purchase(s). To protect personal information, students can black out account numbers and other sensitive data.
  - c. Students' receipts must show a \$0 balance and the method of payment—cash, credit card, or check. The Accounting Office will use students' credit card statement or cancelled check if their original receipt(s) does not show their method of payment or a \$0 balance.
- 6) GSA officially approves students' travel and research grants through e-mail or postal mail notifications. Thus, students cannot assume that GSA approved their grant until GSA sends them an approval e-mail or letter.
- 7) Regarding the eligibility of students for GSA funds, the fall semester begins August 16<sup>th</sup> and ends on the day before the first day of classes for the spring semester. The spring semester begins on the first day of classes for the spring semester and ends August 15<sup>th</sup>.

### ***General Reimbursement Policies***

*GSA reimburses students for the following costs:*

- Hotel accommodations and taxes associated with room occupancy
- Bus, train, or air fare to and from conferences
- Meals (in accordance with UMBC's policies and procedures)
- Car travel per mile, if students travel in their own car (in accordance with UMBC's policies and procedures)
- Gasoline, if students travel in a rental car
- Taxi, shuttle, or limousine service
- Conference registration fees
- Research related copying fees (e.g. surveys or recruitment mailings)
- Research related mailing expenses
- Rental equipment for conducting experiments or presenting research results
- Dissertations or abstracts pertinent to students' thesis or dissertation research
- Art supplies used for the presentation of thesis or dissertation research
- Payment of human research subjects (in accordance with UMBC's policies and procedures)
- Published monographs pertaining to the student's thesis, dissertation, or enrolled course of study

*GSA does not reimburse students for the following things:*

- Sales tax
- Room service, tips, or alcoholic beverages
- Movie rentals
- Telephone calls
- Attendance at conferences that do not pertain to students' enrolled program
- Hardware (e.g. audio, video, computer, or laboratory equipment)
- Computer software
- Textbooks for class
- Small office supplies (e.g. paper, pens, notebooks, blank cd's)
- Copies of personal dissertations or theses
- Typists, transcribers, or translators fee  
Exceptions possible if students give the GSA Grants Administrator a written request
- Travel expenses incurred while conducting research for thesis or dissertation  
Exceptions possible if students give the GSA Grants Administrator a written request

### ***Travel Grants: Specific Policies and Procedures***

- 1) To ensure GSA approval and subsequent reimbursement, students must submit travel grant applications at least three weeks before the start date of a conference. (See deadline exceptions below).

Exceptions: If students cannot submit a grant application three weeks before the start date of a conference, they may submit grant applications up to one week before the start date of a conference. However, GSA offers students no guarantee that they will be notified of grant application approval before their departure. Thus, GSA offers students no guarantee of reimbursement. GSA will not approve grant applications that it receives less than one week before the start date of a conference.

- 2) When submitting a travel grant application, students must include either their official or unofficial

transcript, which must show that they are enrolled at UMBC for the semester they request funds. Students can obtain their official transcripts from Academic Services. Students can print out their unofficial transcripts in [myUMBC](#).

- 3) If presenting research at a conference, students must attach a copy of their letter of acceptance to their GSA Travel Grant Application, not their invitation.  
Note: If presenting a research paper that lists their faculty advisor as first author, students must submit a letter from their advisor stating that the research they will present is theirs or is partially theirs.
- 4) If only attending a conference, students must attach a brochure or advertisement showing the dates and location of the conference. The maximum funding allowance for students to only attend a conference is one quarter of the GSA funds available to them for the semester they request funds.
- 5) If students stay at a hotel, they must obtain hotel bills that are itemized on a daily basis.
- 6) If students share travel costs with someone else, they must obtain a separate receipt(s) showing their personal expenses. (Please see *General Policies and Procedures* for more details on reimbursement.)
- 8) GSA will not reimburse students for travel costs that they incurred for research presentations made prior to their enrollment in a UMBC graduate program or academic department.

#### ***Research Grants: Specific Policies and Procedures***

- 1) To ensure GSA approval and subsequent reimbursement, students must submit research grant applications at least three weeks before incurring any costs. (See deadline exceptions below).  
Exceptions: If students cannot submit a research grant application three weeks before incurring costs, they may submit grant applications up to one week before incurring costs. However, GSA offers students no guarantee that they will be notified of grant application approval before incurring costs. Thus, GSA offers students no guarantee of reimbursement. GSA will not approve research grant applications that it receives less than one week before students incur costs.
- 2) GSA only reimburses research that students conduct for a thesis or dissertation.
- 3) When submitting a research grant application, students must attach a one page description of their research and estimates of the costs involved in the research. Also, students must include either their official or unofficial transcript, which must show that they are enrolled at UMBC for the semester they request funds. Students can obtain their official transcript from Academic Services. Students can print out their unofficial transcript in [myUMBC](#).
- 4) Students must submit all receipts for research grants within six weeks of the expiration of their research grant. GSA will not reimburse students for late receipts. (Please see *General Policies and Procedures* for more details on reimbursement.)
- 5) Because students' research is often ongoing, GSA accepts their receipts and will process their reimbursement forms once per month. Please contact the GSA Grant Administrator for more information.
- 6) If students' research involves human subjects, they must fill out [Receipts for Funds Disbursed to Study Participants](#). Please contact the GSA Grant Administrator for more information.