



The Graduate Student Association (GSA) offers funding for graduate students to facilitate professional development. The Professional Development Fund (or *PDF*) has eligibility requirements for applicants including the following:

1. Student applicants **must be enrolled** as a graduate student at UNC Greensboro during the semester of application and funding usage.
2. Student applicants must be in **good standing** within their academic program and The Graduate School.
3. The GSA Senators representing the student applicants' department must be in good attendance standing with mandatory monthly GSA meetings. If no senator is appointed to represent the department then students from that department will be ineligible to receive funding from GSA.
4. Student applicants must have **completed** and **submitted the application in totality** for an eligible activity. This includes all supplementary documentation requirements based on student citizenship status.
5. Student applicants must pay student fees during the given semester in order to be eligible to receive funds during the semester in which they are applying and engaging in their activities.
6. Student applicants **must complete a progress report** at the completion of their travel and upload it into the application portal in order to receive the funding once they are approved.
  - a. This progress report along with the full documentation packet for expenses incurred during their respective activity must be completed within 10 days of the final day of their activity in order to maintain eligibility for funding.

The PDF is typically used to offset the costs of attending conferences, specifically when **students are presenting**. There are some cases where the PDF may not be used which includes obtaining individual certifications, attendance at specialty workshops, and attending events for networking purposes. Students must be very explicit as to the purpose of their activity meaning what the activity is and a clear reason as to their purpose in attending.

The PDF requires:

1. A very clear signed statement of support from the applicant's supervisor or advisor as to why it is important for the applicant to engage in the activity and what the applicant's purpose is for attending the activity.
2. A TRV-1 form with the pre-travel authorization portion completed and all associated documentation based on the applicant's university employment status and citizenship status.
3. A brief statement explaining what the activity is and what the purpose of attendance is from the student applicant (entered into the application).
4. **All fields** of the application **MUST** be completed.
5. Acknowledgement that the applicant has investigated other avenues of funding before applying to GSA.

**Submission of an application does *not* guarantee the applicant funding.**



Applications are reviewed in the order they are received until the full budget amount for the given application period has been met. Applications which are not reviewed in this initial amount are waitlisted and reviewed as funding becomes available (either GSA has been awarded additional funding or applicants who were approved did not utilize their funding).

Additional Funding Information:

- 1) Funding may not be carried over from one semester to the next.
- 2) Do not rely on funding from GSA to attend your activity. Plan for your activity as far in advance as possible.
- 3) Funding packets turned in beyond the 10-business day deadline will not be processed and the funding allocated to that applicant will be given to the next applicant on the waiting list.
- 4) No packets may be turned in prior to receipt of approval for funding through InfoReady. Any packets turned in without the student receiving this will be returned to the applicant's departmental administrative assistant as indicated on their application.
- 5) In order to initiate payment, applicants must not only turn in their packet within the 10-business day deadline but also must complete their final report in InfoReady.

Please note, these guidelines are concise and not all inclusive. If you have questions regarding information not captured here, please do not hesitate to reach out to the GSA Treasurer at [gstreasurer@uncg.edu](mailto:gstreasurer@uncg.edu).

*GSA Concise Funding Guidelines Spring 2020*

