

**Graduate Student Government**  
University of Maine  
*Office of the Grants Officer*



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www2.umaine.edu/gsg

## INDIVIDUAL GRANTS

**Graduate students awarded GSG grant funding must submit a typed, dated, and signed letter to the Grants Officer no later than the first day of the following semester that details how the money was spent and includes all original receipts.**

GSG will deny future applications if receipts are not provided in good order and received by the date specified in the award letter. Failure to account for disbursed funds may result in a hold placed on your student account at the Bursar's Office. **If there are extenuating circumstances it is your responsibility to contact the Grants officer before this deadline.**

**Proof of presentation is required for the Travel-to-Present category.**

Proof can be a listing on a website or the book of abstracts from the conference. Proof of presentation, along with your receipts, should be submitted after you receive notification that you were awarded funding.

Two students traveling to the same conference and presenting the same paper will not both be funded in the Travel to Present category. The lead author can apply for Travel to Present and the second student should apply under Degree Related.

**Funds cannot be used for any items not specifically approved in the application budget.**

From time to time *small* adjustments are required, and considerations will be made on a case-by-case basis. Refer to the GSG standing rules for further restrictions on changes.

Contact the Grants Officer ([umaine.gsg.grants@gmail.com](mailto:umaine.gsg.grants@gmail.com)) with any questions.

## **Frequently Asked Questions**

**The conference location was changed at the last minute, so I had to change airline tickets and/or hotel reservations. Can I use the awarded GSG funds toward these expenses?**

Occasionally, small adjustments may be required, and it is up to the discretion of the Grants Officer to allow any changes in funding expenditures. If the project is completely changed, the applicant will be asked to return the money to GSG and reapply during the next funding cycle. Likewise, if the grant was for travel to a conference, the money cannot be used for research supplies or other travel. Funds are returned to GSG by sending a check payable to the “Graduate Student Government” with a typed, dated, and signed letter of explanation to the address below:

**My department requires the original receipts to pay my out-of-pocket expenses. Can I send copies of my receipts to GSG?**

Copies of receipts may be substituted if accompanied with a typed and dated letter that explains why the original receipts were not available and signed by the student and the student’s advisor. If any of the expenses covered by the department were part of the budget approved for GSG funding, these funds must be returned to GSG by sending a check payable to the “Graduate Student Government” with a typed, dated, and signed letter of explanation to the address below:

**How do I return unused or misused GSG Funds?**

Return unused or misused GSG funds by sending a check payable to the “Graduate Student Government” with a typed, dated, and signed letter of explanation to the address below:

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**Can I send an email or a handwritten note explaining how I used the GSG funds?**

No. A typed, dated, and signed letter that details how funds were used along with the original receipts are required for record keeping purposes. A sample final letter with requested adjustments is available on the GSG grants’ website to use as a guideline (<http://www2.umaine.edu/gsg/grants/individual-grants/>).

**My application was for reimbursement of expenses incurred during the previous semester, and I included the original receipts as part of my application packet. Do I have to file a final report at the end of the grant cycle?**

You need not file a final report at the end of the grant cycle if funds were awarded as reimbursement for expenses incurred during the previous cycle, *and original receipts were included with the application packet.*

**I received GSG grant funding during the last cycle. Can I apply for funding during the current funding cycle?**

You may apply for GSG grant funding during each cycle as long as you are in good standing (e.g. enrolled as a graduate student, paid activities fees, and your departmental representative attended at least 75% of GSG Senate meetings during the last semester and is currently attending

meetings). However, we do not fund the same thing twice.

**If I received GSG funding during the last cycle, are my chances for funding lower during subsequent cycles?**

Your chances of funding do not change regardless of whether you received prior funding. Grants readers do not know the identity of applicants.

**Can I apply for society memberships, passports, visas or other personal documents that may be necessary to attend a conference?**

You may not use your GSG funds to purchase society memberships or passports, but you may use them to purchase visas. Other personal documents will be assessed by the grants officer on a case by case basis. Society memberships are seldom required although they may make attendance less expensive. A passport is a personal document that should be maintained by the applicant. A visa is an allowable expense.

**Are there any items I cannot request for in my GSG grant application?**

You may **NOT** apply for individual professional society memberships, passports, salary for graduate students, cost of travel for someone other than the applicant, unless that person is an undergraduate research assistant, personal items like digital cameras, video cameras and laptops. Certainly some of these electronic gadgets might be necessary for research but it will be difficult to ensure that they remain on campus.

*Exceptions* that could be made include electronic gadgets that could be irreversibly modified for research use such that they no longer serve the intended (original) consumer purpose like a video camera that is irreversibly modified and made a permanent part of a laboratory or field equipment.

**How does the attendance record of departmental GSG representatives affect my eligibility to apply for funding?**

Each department must have a GSG representative attend at least 75% of the GSG board meetings during the current semester and the previous semester to qualify for funding.

If a department does not have a representative, or has a delinquent representative, anyone applying for grant funds must request that an exception be made. *This request must be made in writing to the Grants Officer at least two weeks prior to the grant application deadline.* After taking into account the circumstances surrounding the petitioner's departmental attendance record, it is at the discretion of the Grants Officer to accept or reject the petition of the applicant. Once a decision is made, the Grants Officer must notify in writing the applicant who petitioned for the exception no later than one week after the request was made. In addition to notifying the applicant, the Grants Officer must notify the chair and the graduate coordinator that graduate students from this department are not eligible for GSG funding until a representative is appointed and meets the 75% attendance rule.

**Why does the grant application form ask for my advisor's contact information?**

GSG grant funds are not dispersed without your advisor's confirmation. Your advisor will receive an email requesting confirmation that he or she is familiar with your research and

scholarship, has reviewed your application, and approves of the grant request. Thus, it's recommended that you communicate with your advisor about your GSG grant application.

**I am working on the same project with a colleague; can we use the same abstract and/or budget explanation?**

No, you may **NOT** use the same abstract and/or budget explanation as another student. It is a violation of the University of Maine System Student Conduct Code and will be treated as such. Such grants will be automatically disqualified and will not be funded.

If an idea is shared or common across the project, take care to paraphrase where necessary. We recommend that you write one or two paragraphs about your project and dedicate the rest of the abstract to your individual contribution to the project.

**How will I know whether my application was successfully submitted?**

If your application is successfully submitted, you will be directed to the GSG website and will receive a confirmation email shortly. Your Advisor will also be notified at this time. **Note: The response is an automated message, and some applicants using FirstClass may find the email in their SPAM folder, depending on the mail rules they have set.** If you do not receive the confirmation email, please contact the Grants Officer at ([umaine.gsg.grants@gmail.com](mailto:umaine.gsg.grants@gmail.com)).

Contact the GSG Grants Officer ([umaine.gsg.grants@gmail.com](mailto:umaine.gsg.grants@gmail.com)) with any questions regarding the grants process.