



# Botany Graduate Student Association

## Mini-Grant Application

### **PURPOSE**

The Botany Graduate Student Association (bGSA) mini-grant is designed to help defray expenses incurred by graduate students in the Plant Biology graduate program who are attending or participating in events contributing to dissemination of research, development of essential research skills, collaboration, and/or professional networking.

Mini-grants of up to \$200 will be awarded to eligible graduate students depending on available funds. The grant award will not exceed the total expenses incurred for the proposed travel. If the number of applicants exceeds funds available, prioritization of grant approval will be based primarily on (1) the event and purposes for which the funding is requested and (2) the financial need of the student and history of support provided by the bGSA. Conference presentations will generally be given higher prioritization than other academic pursuits; however, applications will be assessed on an individual basis according to the above-stated criteria. In addition, the bGSA reserves the right to request a summary of the student's volunteer activity and department participation if they feel that the application process is particularly competitive in a given quarter. These activities may come into consideration during especially competitive quarters.

Maximum mini-grant amounts (\$200) will be awarded to qualifying applicants whenever possible, but the bGSA has only a set amount of funds in a given quarter to distribute. If the number of applicants is too high to facilitate awarding \$200/applicant, then only partial awards will be given (i.e. <\$200). The amounts given to each student will vary in accordance to the above-stated prioritization criteria. Students in need of travel funds are encouraged to also apply for the UCR GSA travel awards ([link](#)); it is acceptable to acquire funding from the bGSA and UCR GSA at the same time provided travel awards do not exceed total expenses.

Funds will be distributed to awardees after they have attended the event for which funds were requested and turned in the appropriate documentation for proof of expenses.

### **ELIGIBILITY**

- Any Plant Biology graduate student in good standing with the university who is seeking financial support for academic and research-related travel is welcome to apply.
- Plant Biology graduate students currently serving as active members on the bGSA are welcome to apply, but must abstain from the pertinent quarter's mini-grant decision-making processes and may not be involved in the verification of receipts and dispersal of funds.

- Eligible events include conferences, professional meetings, symposiums, conventions, and academic or research training programs. However, any travel relating to the advancement or dissemination of a student's research in an academic or professional setting will be considered if sufficient funds are available.
- Eligible expenses include travel, lodging, event fees, and food (\$50 per diem meal cap). Other related expenses may be considered, but eligibility of these expenses is not guaranteed.
- Graduate students may apply for a maximum of one travel grant per year.

The number of awards given is based on the quarterly budget of the bGSA and may vary.

## DEADLINES

Mini-grants are approved and dispensed on a quarterly basis. Applications are due within the first two weeks of the quarter during which the event/travel is taking place (e.g. for travel during the winter quarter, applications are due within the first two weeks of the winter quarter). Applications must be turned in by 5 pm on the day the application call closes. Late applications will NOT be accepted. Please see the [registrar's webpage](#) concerning the start date of each academic quarter. **Please note that the application period opens on the first day of the quarter, not the first day of instruction.**

Mini-grant funding decisions will be made within two weeks of the application deadline. Applicants will be contacted by a member of the bGSA at this time regarding the approval or denial of the funds requested.

Awardees must submit **itemized** receipts of expenses within two weeks of the conclusion of the event. In special instances, bank statements may be accepted but this must get approval from the bGSA. Failure to submit receipts in a timely manner will result in loss of the promised award. Receipts will be reviewed by the bGSA promptly upon submission. Within two weeks of receipt verification, the student will receive a check from the standing bGSA treasurer for the awarded amount. **Upon receiving a mini-grant check, the student has one month (30 days) to deposit their check.** After 30 days, any checks that have not yet been deposited will be voided.

## INSTRCTIONS

Please fill out the application below completely and accurately. *If possible*, provide documentation of the anticipated out-of-pocket expenses (i.e. airline flight reservation receipts, hotel booking receipts, conference attendance fees, etc.). Your application and receipts may be deposited in the bGSA mailbox in the 2nd floor mailroom of Bachelor Hall (adjacent to 2158) or submitted directly to any bGSA representative. While bGSA members will check the mailbox regularly, applicants are advised to email a current bGSA member to let them that they have submitted an application.

If applicants far exceed the bGSA's ability to provide mini-grant funds, a listing of recent outreach and volunteer activity may be requested.

## Botany GSA Mini-grant Application

Quarter for which application is to be considered: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event (please provide a brief description):

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Reason for attending (e.g. talk, poster, attendance only (conference), training, etc.):

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Location: \_\_\_\_\_ Dates attending: \_\_\_\_\_

Estimated out-of-pocket expenses for the following:

Travel: \_\_\_\_\_

Hotel/Lodging: \_\_\_\_\_

Event Fees: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_

Specify your current funding source (e.g. department fellowship, external fellowship GSR salary, or TA salary?) \_\_\_\_\_

Are you currently supporting any dependents? \_\_\_\_\_

Do you anticipate receiving any other supporting funds for this travel? If so, please list sources and amount(s) applied for: \_\_\_\_\_

Will your PI provide additional financial reimbursement for your travel? \_\_\_\_\_

Have you received bGSA funds previously? When and How much? \_\_\_\_\_