

# Graduate Student Council of New Mexico State University

## Funding Appropriation Form 2011-2012

GSC can provide partial funding for costs associated with research and conference travel. Please fill out this form (**leaving gray boxes empty**) and attach your **cover letter, community service form, conference program/letter from advisor, proof of registration, and hotel/airfare information**. The cover letter should explain exactly what the funding will be used for (airfare, lodging, etc), where you are traveling, what conference/event you are attending, why you are attending, and the dates of your travel. A sample cover letter and detailed instructions are at <http://web.nmsu.edu/~wwwgsc/funding.html>

- **This form must be typed (except for the signatures).**
- **Appropriations cannot be used for food.**
- The GSC will reimburse \$200 plus 50% of the remainder with a maximum of \$500 for one person or \$1000 for two or more people.
- Only one application is allowed per conference per GSO...so ask around your GSO prior to submitting!
- Your complete application must be turned in **3 weeks before you leave or by the second to last GSC meeting** of the semester (whichever is earlier) in order to be eligible for funding.

If you have any questions, contact the GSC Treasurer, Nick Ule <[nmule@nmsu.edu](mailto:nmule@nmsu.edu)>.

<b>Date Submitted:</b>	<b>Date Received</b>	<b>Date Approved</b>	<b>Research</b>
			<b>GSO</b>

**Appropriation for:**

Name(s)*:	
e-mail(s)*:	
GSO:	

\* If more than one person is applying for research funding, please number the entries so that names and email addresses match up. If applying for GSO funding, provide the name and email of one contact person; 1<sup>st</sup> name listed must match signature

**Name, date, and location of event:**

**Itemized budget of costs for which you seek funding (if necessary, include additional details in the cover letter):**

Category	Amount (USD)
Airfare	
Ground transportation ( <b>explain in cover letter</b> )	
Lodging	
Registration	
Other ( <b>explain in cover letter</b> )	
<b>Total Cost</b>	
<b>\$200 plus 50% of the remainder</b>	
<b>Approved amount</b>	

Are you seeking funds from other sources (ASNMSU, Graduate School, etc) for this event? If yes, explain.

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**Summary of community service:**

Event	Date(s)	Hours*

\* If more than one person is applying for research funding, enter total number of hours of all applicants for each event. If applying for GSO funding, enter the total number of hours of all GSO members for each event.

By signing below, you (and fellow applicants on this appropriation form, whom you represent) agree to individually present your research in the next Graduate Research and Arts Symposium (held every spring semester) if you are approved for funding by the GSC.

	Name:	Signature:
You*		
Your Advisor		
GSC President	Michael Kirk	
Finance Committee Member		
Finance Committee Member		
Finance Committee Member		
GSC Treasurer	Nick Ule	
ASNMSU Comptroller	Danielle Cartier	
ASNMSU Financial Advisor	Lydia Quintana	

\* If more than one person is applying for research funding, the name and signature of only the first person listed on the first page of this form are needed. If applying for GSO funding, the name and signature of the contact person are needed.

*The Finance Committee will approve or deny your funding application and notify you of their decision by email within 3 weeks of receipt of your application. If your application is approved, the amount of funding you are approved for will be set aside in the GSC account. After completion of your trip and after you attend 2 GSC meetings, you must bring all relevant receipts to the ASNMSU Fiscal Advisor or Comptroller in the ASNMSU office on the 2nd floor of Corbett Center. If you turned in all receipts with your application, you still need to speak with the Fiscal Advisor or Comptroller in order for the necessary paperwork to be filed for you to be sent a reimbursement check. If the total amount from your receipts shows that you spent less than 90% of the total amount you indicated on your application, the GSC Finance Committee reserves the right to deny your request. All funds not claimed by 5pm on 15 June will revert back to ASNMSU. Exceptions are made for summer travel; speak with the GSC Treasurer if you have any questions.*

*If any of the applicant obligations in this application are deemed non-enforceable, the rest shall remain in full force.*