Graduate and Professional Student Association Committee (Boise)
Fund Distribution Guidelines (Revised 03/11/25)

GENERAL INFORMATION

GPSA Boise's scholarship fund assists graduate students with funding for academically related activities with an associated cost, enhancing the ability of graduate students to pursue academic and professional development within their fields. Eligible activities include, but are not limited to traveling to conferences, meetings, performances, or workshops; conducting research in the field; completing assignments at laboratories, libraries, archives, or museums; etc. Preference is given to participatory activities that maximize both the University of Idaho's visibility and the graduate student's potential for professional development. Submitting an application does not guarantee funding and GPSA cannot guarantee that any amount requested will be granted in full; therefore, applicants are encouraged to seek other sources of funding. The maximum allowable request will be $1,100 and anything above this amount will be reviewed on a case-by-case basis. Requests can be submitted once an academic year per student.

In addition, if you currently receive financial aid, it may be altered by your receipt of these funds. Contact the university Financial Aid office to determine what affect, if any, receiving these funds will have on your financial aid status. An approval by the Committee is not a guarantee of funding. University rules and regulations, including those governing financial aid awards, will be followed.

APPLICATION REVIEW GUIDELINES

I. Initial Review
- The Student Committee Advisor or Student Committee member who receives an application will either provide the committee with application at the committee meeting following receipt of the application, or forward immediately via email if the application is at all-time sensitive.
    - If there are any incomplete items, questions, or general issues with the application upon receipt, the Committee Chair will follow up and inquire directly with applicant.
    - Committee Chair may conduct a personal meeting with application after initial review of application if more detail is needed or if otherwise recommended by the committee.

II. Collecting Feedback from Committee Members
- At the committee meeting following receipt of the application, Student Committee members will review application and provide general feedback as applicable. Consideration of funding application should include:
    - The relevance to the applicant's course of study
    - Whether the request will provide a unique opportunity to expand the applicant's education and/or professional development
    - Whether the student's attendance is appropriate to the purpose of the event
    - The benefits of the request to the student and the university
    - Whether the expenses are appropriate for the requested activity
- If a Student Committee member is strongly opposed to the application, the committee will discuss the merits of the opposition.

- After discussion, if the committee determines additional information is needed, the Committee Chair will follow up with the applicant.
  - The committee will also decide if this additional information will be dispersed to committee members via email or at the next committee meeting, and if the subsequent vote will take place over email or at the next committee meeting.
- The committee will discuss whether to grant in full, or whether to grant in part.
- Once the committee is prepared to vote, Committee Chair will call for votes of approval.

III. Review of Votes
- Committee Chair will review member votes and base decision on majority of votes cast.
- Each Student Committee member and Committee Chair has one vote.
- Student Committee Advisor(s) do not vote.
- Committee Chair will inform applicant of the final disposition of the application.

FUNDING ALLOCATION GUIDELINES

I. General Information
- Funds can be requested for degree-seeking graduate & law students only (full/part time).
- Committee members are eligible to apply but cannot evaluate or vote on their application.
- Travel costs are reimbursed after travel has been completed.
- Reimbursement can only be made for out-of-pocket expenses.
- Reimbursement is conditional on original, confirmable receipts.
- Requests submitted upon return must be made within 30 days of the last day of travel. Requests submitted more than 30 days after the event will not be accepted.
- Requests can be submitted with up to one semester in advance.
- Requests are limited to one per academic year per student.
- Requests over $1,100 will be subject to special review. Please include all costs, even if they exceed $1,100.00.

II. Allocation between fall and spring Semesters
- Funding is dependent on the annual student fee revenue.
- To ensure adequate funding is available throughout the academic school year, the committee will allocate an equal percentage of those revenues for the Fall and Spring semesters, subject to the following:
  - Surplus allocated funds for Fall semester will be applied to Spring semester.
  - Surplus funds at the end of the Spring semester may be available for the student applications for the Summer semester.

III. Funding Priorities
- Applications will be reviewed and voted on based on the order they are received.
- Applications will continue to be reviewed and voted on throughout the semester in which the activity has been or will be conducted.
- Applications that are for activities for the following semester will not be voted on until the first week of the semester in which it is conducted.
- Applications will not be accepted for previous academic years.
- Applications for activities that require funding from future allocated semesters will be reviewed on a case-by-case basis.

UNIVERSITY OF IDAHO, BOISE
GPSA Fund Request Form (revised 03/11/25)

Funds can be used for conferences, competitions, speaking engagements, continuing education, projects, etc.

Date: _____ **Student ID:** _____

Name: _____ **Major:** _____

Email Address _____ **Phone Number** _____

Authorizing Dean or Major Professor printed name: _____

Email Address: _____ *Phone Number:* _____

Date(s) of Event: _____

Statement of Purpose for Request: Include details about the event or project; how it benefits you academically; what other resources have been sought for funding; results of requests (amount funded through academic units, grants, and/or personal)?
Please attach additional sheets if more space is needed.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

If travel funds are being requested, please provide departure and arrival dates and approximate times below:

_____   _____
Departure Date xx/xx/xxxx HH:MM am/pm   Return Date xx/xx/xxxx HH:MM am/pm

   [ ]**Please check to acknowledge you have attached additional information relating to the activity the requested funds are associated with, such as an agenda, confirmation email, or other written details of the event. This information should state what costs are included and what are not (meals, flight, hotel, etc.). Address/location of the event is also required.**

   [ ]**Please check to acknowledge you understand if awarded funds, you will need to submit receipts prior to receiving the awarded amount, and amount may be less than initially stated, based on actual amounts on receipts.**

   [ ]**Please check to acknowledge you will be willing to attend a GPSA meeting to discuss your funding request, and will provide a follow-up report/presentation.**

TOTAL AMOUNT REQUESTED: $_____

Student **signature**: _____ Date:_____

Dean or major professor **signature**: _____ Date:_____

Please submit one of the following ways:
Email Elana Salzman at esalzman@uidaho.edu OR Denise Engebrecht at denisee@uidaho.edu.
Questions? Call 208-364-6123 or visit Suite 180/190 in the Idaho Water Center. Your request will be reviewed at the monthly committee meeting following receipt of your application. You will receive an answer via email.

GPSA Funding Request Financial Calculation Worksheet

Expense (see definitions for each category on next page)	Explanation	Cost *
1. Registration/Conference Fees		
2. Local Transportation		
3. Local Parking		
4. Transportation		
5. Lodging (includes taxes) If an expense is more than 10% of those listed on the General Services Administration (GSA) for lodging, please give a short explanation (see below for GSA information).		
6. Destination Transportation		
7. Per Diem Please list what meals you are requesting and for which days.		
8. Other		
Total Expense		

*Please include costs for the total amount of the trip, not just funds requested. Please note all cost you are not requesting from GPSA by writing "Not Requesting" next to the cost.

INSTRUCTIONS AND DISCLAIMERS
1. Consideration of any application is not a guarantee of funding, either in whole or in part.
2. It is the applicants' responsibility to research the expenses requested for funding through GPSA funds. Applicants conducting this research and applying for GPSA funds should not assume that the University of Idaho or GPSA Committee will approve their application or provide full funding to their requested expenses. Applicants are responsible for any expenses they incur without prior approval of their application or for any expense in excess of those funds approved by the GPSA committee.
3. Fill out all applicable expenses, including expenses being funded by other sources. List the resource funding the expense (e.g. graduate program, out-of-pocket, scholarship), etc.
5. Each numerical value should include associated taxes and fees for that particular expense.
6. Students are welcome to attend the GPSA meeting at the time of their application's consideration. Please contact the GPSA Chair to reserve time on the agenda. The 2024-2025 Chair is Nicole Hucke, huck4481@vandals.uidaho.edu
7. This application is for Boise (and Southwest Idaho) students; Moscow students should visit https://uidahogpsa.com/awards

DEFINITIONS
1. **Registration/Conference Fee:** The expense to attend or register for the conference, symposium, meeting, or other gathering in which applicant is attending. Applicants should inquire about student rates or waiver of conference fees whenever applicable.
2. **Local Transportation:** The expense to get to the main mode of transportation (ex. Taxi from home to local airport). This may be a taxi, Uber/Lyft, bus, or other modes.
3. **Local Parking:** The expense of parking (if required) at main mode of transportation. For example, this may be parking at the airport to take the flight.
4. **Transportation:** The expense for transportation from the student's local area to the location where the event is occurring. Examples include airfare, bus fare, and driving costs. For airfare or bus fare, include all taxes and fees, and include a separate line for any additional fees such as baggage fee. For driving, you must include the total miles driven. Including the addresses of each destination will assist the committee in reviewing your totals. The University is currently reimbursing vehicle travel at twenty cents per miles travelled ($0.20/mile), which is subject to change. Students who drive their own vehicles during the entire trip may include the total miles driven in this section only and need not include additional totals in Sections 2 and 6 of Expenses.
5. **Lodging:** Hotel, bed and breakfast, or other lodging expenses. State, local, and other taxes and fees should be included. Lodging expenses should be within 10% of the GSA rates found on www.gsa.gov. If you cannot find lodging within 10% of the rate listed for your destination, please provide a justification on your application.
6. **Destination Transportation:** Transportation required to/from airport to lodging and to/ from lodging and meeting location and/or between applicable locations at the destination. Applicants are encouraged to research available destination transportation, such as bus, trolley and/or additional public transportation.
7. **Per Diem:** Please see links below for per diem rates for in-state and out-of-state. Note the eligibility time parameters for departure and return.
   University in-state link: https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/travel-forms-and-policies/per-diem
   Out-of-state link: https://www.gsa.gov/travel/plan-book/per-diem-rates
8. **Other:** This includes money for non-travel related expenses, such as materials for class/research projects