Applications for the 2019-2020 school year are now open through May 15th, 2019.

The Special Projects Fund is a source of funding for graduate student-initiated projects and other events of significant interest or value (e.g. academic & career development) to graduate students across campus. The GSA budget allocates a certain amount of money each year for such projects; the amount offered to any one project is limited to $1,000.

Please read the following instructions:

1). Application Submission

To apply, submit the Special Projects Funding Application Form along with a one-page proposal (or write the proposal inside the application form) to the GSA Treasurer (gsatreasurer@ucdavis.edu). The proposal must outline the project, budget, what sources of funding you currently have, who the project is meant to target, and what benefits it provides to graduate students. Please include contact information for the project organizers.

Please note: applications and proposals are due at least six weeks prior to the event, and at least 12 business days prior to the specific General Assembly meeting you want to present, to allow adequate time for consideration by the GSA.

2). Approval Process

The GSA Executive Council will meet to consider your proposal and, if necessary, gather additional information from you. The Executive Council will then present your project at the next GSA Assembly meeting, along with their recommendation as to whether the GSA should fund the project and in what amount. You will be informed of the meeting date and time. We strongly recommend that you attend and be prepared to give a brief statement about your project and answer any questions from the Assembly. The GSA Assembly will make the final decision as to whether to fund your project. If your project is approved, a follow-up survey to gather reimbursement information will be emailed to the listed contact.

3). Reimbursement of Expenses (Read before purchasing items!)

To make the reimbursement process more smooth, we strongly suggest that you ask your own department to pay for the event first, then let GSA supply your department's account to fund it. If it is not possible with your department/graduate group, please try to only make one person do the purchase. (We have had an event with 5 different people purchasing items, and made the reimbursement process extremely complicated.)

The GSA office will reimburse you for expenses associated with your project up to the amount of your award. To be reimbursed, you must submit original itemized receipts to the GSA office coordinator in 253 South Silo. Additionally, you must submit an attendance list, a flyer, an agenda, and itemized receipts (please retain original receipts) to gsaoffice@ucdavis.edu within 21 days of your event.