

**UNIVERSITY OF MARYLAND BALTIMORE COUNTY  
GRADUATE STUDENT ASSOCIATION  
RESEARCH GRANT APPLICATION**

**GSA Use Only:**  
2 wk deadline: \_\_\_  
Application: \_\_\_  
Transcript: \_\_\_  
C. S. (if app): \_\_\_  
Sufficient funds: \_\_\_

**Application documents must be submitted at least TWO WEEKS prior to purchases.**

**PLEASE PRINT CLEARLY**

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

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Have you ever applied previously for a GSA Research or Travel Grant?  Yes  No

Please circle the intended degree you are currently working on:  Masters  Doctoral

**Application instructions:**

- If seeking *research* (non-travel) funds only, provide a **description** of your research and expense needs on a separate page. You will also need to fill in the **Table of Itemized Expenses** (page 2)
- If seeking *travel funds for research purposes*, fill out the box below and on a separate page, explain how travel is needed for research.
- Please attach an **unofficial transcript** for the semester of your research activities.

Dates you will travel: \_\_\_\_\_ to \_\_\_\_\_

Destination (City, State/Country): \_\_\_\_\_

Departing from: (if different from city in your address): \_\_\_\_\_

Travel by:  Rental car  Private car  Plane  Train  Bus

**I have read and agree to all the policies and procedures as explained in the GSA Travel & Research Grants: Policies & Procedures. I am also aware that upon acceptance of this grant, I will be required to provide one (1) hour of community service to GSA, my department or the Graduate School.**

**I agree to all of the above conditions and terms.** (Please initial): \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature                      Date

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Advisor's Name (please print)

1. On a separate page, provide a BRIEF and CLEAR description of your research. In your description, please **highlight** each expense described. In addition to this description, please fill out the columns in the **Table** below for each expense you describe.
2. If requesting travel funds, please explain how your travel relates to your research on a separate page.
3. If there are any changes to your projected costs please inform GSA to ensure any additional expenses will be approved for reimbursement.
4. PLEASE NOTE **\*\*hardware or software** purchase requests\*\*
  - a) are subject to approval by the Executive Board, and if approved,
  - b) become the property of the University and as such may need to be tagged and be accounted for each year during inventory.

**Table of Itemized Expenses**

Expense Item	Estimated Cost	Source to verify cost (websites, etc)
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
<b><u>ESTIMATED TOTAL</u></b>	<b>\$</b>	