

Cover Sheet for Funding Requests—Graduate Students The Graduate School

Buffalo State College graduate students can apply to the Graduate School for funding to present academic papers, travel to conferences for particular purposes, or conduct research. Students must submit documentation of the conference acceptance or research project, and they need to request funding from their department chair and faculty dean before submitting a request to the Graduate Dean. (The Graduate Dean will need this information **before** making a decision.) All applicants should read the description of the process on the Graduate School website.

<http://www.buffalostate.edu/graduateschool/requestfunding.xml>

Complete this form and include it with the materials you submit to your department chair.

Name _____

Department _____

Contact information _____

Check-list:

_____ I have included documentation for the request and completed a travel authorization form. (Department secretaries should have these. Otherwise, go to <http://bscintra.buffalostate.edu/accounting/>)

_____ I have included a brief description of the ways in which the experience for which funding is sought relates to my course-of-study and/or my professional development.

_____ I have included a statement detailing my progress in my graduate program (how many courses taken, G.P.A.) and a statement about career goals.

_____ I have included a brief statement from the faculty member closest to this project testifying to the project's merit and overall significance.

_____ I have attached the routing sheet and submitted it to the chair of my department in order for my request to be reviewed by the chair and the appropriate academic dean. (This form can be found on the Graduate School web-site.)

I have completed the checklist. I understand that I will get reimbursed for expenses only up to the approved amount and that I will need to submit receipts for the expenses incurred.

Signature _____

Date _____