

Graduate Student Association (GSA) – Professional Development and Research Grants

Travel Pre-Approval Process-for GSA Grant Applications

This process is designed to facilitate the application for GSA Professional and Research Grants. The GSA Grant Program provides funds for reimbursing graduate students for certain expenses incurred while engaging in professional development or thesis-related research. **These grants are not sponsored by an outside organization and are not affiliated with the Office of Sponsored Programs or the Office of Contract and Grant Accounting.** For more information on these grants visit GSA’s website at: <https://gsa.umbc.edu/grants-2/>

Process Outline

- Student identifies an opportunity for which a grant is appropriate.
- Student directly, or working with a department in the event the student is not a GA, prepares the travel pre-approval form.
- The form is completed as if the GSA award will be granted to the student.
- In all cases **GSA MUST** be the first approver of the Pre-Approval Form, using the following chart string. This is accomplished by listing GSA as the first approver and primary chart string. Any personal or departmental support should be added as subsequent chart strings after GSA.

1113-10458-021-GSATRGNT-MAIN

Choose one of the following accounts as appropriate.

- 7040100 - In State Travel
- 7040300 - Out of State Travel
- 7040277 - Graduate Student - Conference Fees
- 7129900 - Other Grant, Subsidy & Contributions


- After completing the Chart String you will need to choose the GSA approver using the drop down box “Approver:”, choose “Dawn Galindo”.

Distributi

Fund: 1113-5	*Dept: 10458-Gr	PFin: 021-I	Project: GSATRGNT	*Activity: MAIN
*Approver:				

Select
Antonio Moreira
Dawn Galindo
Isabel Garrido
Janet Rutledge
Patrice McDermott
Philip Rous
Dawn Galindo

- Student should be sure to check the box stating that this pre-approval is a part of and contingent upon GSA approving the students request for a Professional Development or Research Grant.

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- Yes No **Is Travel federally sponsored?**
- Yes No **Are you requesting a Working Fund travel advance?**
- Yes No **Will any portion of the expenses be covered by non-UMBC funds?** 
- Yes No **Will any part of this travel include Athletic Recruitment?**
- Yes No **Is Travel Graduate Student Association (GSA) grant funded?**

I understand that this pre-approval is a part of and contingent upon GSA approving the student's request for a Professional Development or Research Grant.

- After submission of the Pre-Approval GSA holds the approval until the Grant application is reviewed and approved by GSA. After application approval GSA approves the pre-approval form and it then continues to process as normal.
- In the event GSA does not approve the grant, GSA should “decline to sign” the pre-approval request.
- The pre-approval will revert back to review status and should then be cancelled by GSA.

The rest of the GSA grant application process would remain unchanged.