Special Contingency Award

Who is eligible?

- Full and part-time graduate students whose departments are in good standing with GSS.
- Students are eligible to receive one (1) Special Contingency Award during their graduate career at Kent State University.
- Students whose travel does not fall within the purview of the 2 other GSS travel awards (Domestic and International Travel Awards)

What does this award fund?

- Cost associated with the active dissemination of one’s primary graduate works that does not fall within the purview of the 2 other GSS travel awards.

How much does this award fund?

- Award is dependent on student’s budget, but must be between $300 and $1,500.
- Final amount will be determined by GSS senators.
- Funding will be based on availability of funds, and will be first-come, first-served.

How do I apply?

- Complete an application, with proof of seeking other funding, importance of attending or traveling, budget, and letter from advisor.
- Application must be received 2 weeks prior to any GSS meeting (see website for meeting dates).
- Application will be reviewed by GSS Executive Board
- Selected students will be required to present their case to the senators at the next GSS meeting (5 minutes plus questions and answers).
- Senators will then deliberate and vote on the student’s application and budget.

What do I need to turn in to be reimbursed?

- A complete reimbursement packet includes:
  - A completed application submitted prior to your travel dates and by the specified deadline.
  - A completed GSS Funding Form submitted within 14 days after return from conference.
  - An official award letter.
  - Proof of attendance (for example: copy of the front page of conference program and travel itinerary).
  - Receipts for student-incurred expenses.

Where do I turn in my reimbursement packet?

- GSS Student Center Dropbox – Room 120LM
- Through intercampus mail – GSS, Center for Student Involvement Box 18, KSC
- Mail reimbursement packet -
  Graduate Student Senate
  Kent State University
  Center for Student Involvement Box 18
  Kent, OH 44242-0001