



Resource Access Project (RAP) Application

GRADUATE STUDENT ORGANIZATION
145 Student Activities Center,
Stony Brook, NY 11794-2800
Website: <https://www.stonybrookgso.org/>
E-mail: office@sbgso.org
Updated August 28th, 2023

Disclaimer: GSO Funding is not guaranteed. **DO NOT** make any expense that would put you in a financially precarious situation. GSO reimburses on a first-come-first-serve basis and GSO reserves the right to change rules or discontinue certain services when we deem fit or when funds run out. Access to GSO funding is contingent upon having an active GSO Senator in your department and payment of the graduate student activity fee.

Scope:

1. Resource Access Project (RAP) funds support graduate students who **actively** participate in a conference, workshop, festival, or professional meeting (i.e., presenting a paper, performing a musical piece or visual/physical arts piece, participating as an invited speaker in discussion panels, etc). RAP funding cannot be used to fund travel that fulfills graduation requirements (i.e., travel to thesis proposals, qualifying exams, dissertations' defenses, etc.)
2. Students are allotted up to **\$1,000** per academic year, and expenses must be made within the current fiscal year (July 1, 2023 – June 30, 2024). **Students must apply within 30 days of the end of the conference or the last RAP-related expense date.** However you can always apply ahead of time, for example, if you have paid for tickets and airfare, apply as soon as possible, because funds are first come first serve. You can break expenses up and submit as long the individual applications cross the \$100 mark. If you have any doubts, mail the Treasurer.)

Documents Needed: (not so tedious as you think)

1. Fully Completed Application Form (Do not forget signing the application form)
2. Itemized Receipts and Proof of Payment. Receipt date must be clearly visible on the receipt.
3. Event Brochure or Website Screenshot or Proof of Attendance

Rules: (Tick the checkboxes)

- Completed Application Form: pages 2-3
 - Contact information, and description of event, date, location
 - An attestation signature from the student's academic advisor is required, demonstrating the student's need to attend this conference/project. This signature will also serve to confirm whether any funding was provided by the department/academic advisor to support the student for this conference/project.
 - Itemized budget table (including funds from department and external sources)
- Receipts and Proof of Payment
 - All original, itemized receipts/invoices for all eligible expenses. Any non-itemized receipts will not be processed. Alcohol will not be reimbursed.
 - Proof of payment:
 - o If meal expenses, also include a signed receipt with the final total (including tip if applicable).
 - o If invoice (hotel, registration, travel), final receipt showing zero balance due.
 - o If there are multiple guests listed on the receipt, the total will be divided by number of guests.

If the information and documentation requested on this form is not provided, the application will be rejected.



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- Event Brochure/Announcement and Proof of Presentation
 - Website screenshot, email announcement, or brochure of the event/conference
 - Email notification of acceptance/presentation/performance

1. Applicant Contact Information

Applicant Name: _____ Student ID #: _____
 Department and Program: _____ GSO Senator Name: _____
 Applicant's Mailing Address: _____
 Email Address: _____ Phone Number: _____

2. Event Information

Title of Event/Activity: _____ Title of Project/paper: _____
 Date of Presentation/Performance: _____ Event Location: _____
 Description of proposed project or activity in 250 words or fewer:

3. Funding Information and departmental approval

Amount Requested from the GSO (not to exceed \$1,000): _____
 Have you received RAP funding this fiscal year? If yes, please list amount: _____

Have you received funding from additional sources for participation in this event? (If yes, an itemized list of expenses covered is required, see page 3) Please mention source and additional amount received

- Yes – Additional funding is provided by the department: _____
- Yes – Additional funding is provided by other sources : _____
- No

I, _____ graduate coordinator/academic advisor of _____ (Student's name) hereby certify that he/she is attending _____ and this project is essential for his/her research/professional development. I also acknowledge that \$_____ has been provided from the departmental funds to aid the student in his/her research/professional development.

Graduate Coordinator/Academic Advisor's Signature: _____
 Date: _____

4. Application Signature – Please read this carefully

By submitting this application, I attest under penalty of perjury that the information given is truthful to the best of my knowledge. I attest that I am the individual that personally incurred these expenses and will not be receiving any monetary gain from the GSO upon receiving this reimbursement. Any fraudulent attempts to secure funding over and above the total cost of a program will result in



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permanent ineligibility for GSO funding. The GSO will report any fraudulent applications to any other funding organizations involved in your program and will cooperate with any administrative and/or criminal proceedings undertaken by those organizations.

Applicant's Signature: _____ Date: _____

RAP Application Itemized Expenses Table	Receipt Date	Amount (In INR/ CAD/ EUR etc.) #	Currency Conversion factor to USD # **	Amount (In USD only)
Meals				
Total Meals:				
Lodging				
Total Lodging:				
Travel				
Total Travel:				
Other (registration, membership fees, etc)				

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RAP Application Itemized Expenses Table	Receipt Date	Amount (In INR/ CAD/ EUR etc.) #	Currency Conversion factor to USD # **	Amount (In USD)
Meals				
Doner Kebab Palace, Paris	31/08/23	20	1.083	21.66 <input type="text"/>

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