

Graduate Alumni Committee Grant Proposal Procedure

1) Submission: Submit proposals to the Graduate Alumni Committee (GAC) by emailing Radu

Filip '08 at gac@alumni.rice.edu. Grant request emails should include:

- Name and contact information (telephone, email address)
- Association with Rice University (e.g. graduate student, alumni, etc.)
- Amount requested
- Event/activity title
- Event/activity description
- Event/activity date (if applicable)
- Detailed event/activity budget
- Description of what the requested funds will be used for
- Description of how this event/activity impacts the GAC

Do not submit more than one grant request per event/activity in a single year.

2) Timeline for submission: For a grant request to be considered, it must be received by the GAC contact a minimum of 15 days prior to the GAC meeting during which the application will be reviewed. *Additionally*, there must be a minimum of 15 days between the committee meeting during which the grant is being reviewed and the actual event date (see below figure). This timeframe allows the GAC to advertise the event to graduate alumni, if applicable. Note that the GAC typically meets on the second Monday of every month.



- 3) Grant pre-review: Prior to grant request review at a regular GAC meeting, your request will be reviewed for thoroughness. At this time, you may be asked for more details, or to clarify any remaining questions or concerns.
- 4) Grant review: The GAC will vote on each request, as requests are received (given they adhere to the timeline for submission detailed above). A majority vote of GAC members present at the review meeting is needed to approve any grant proposal.
- 5) Notification and grant award distribution: Notification of the GAC's decision should be received within one week of the GAC meeting in which the request was reviewed. Upon GAC approval, funding will be provided on a reimbursement basis. To receive reimbursement, you must submit:

- An event/activity recap
- A description of what GAC fund covered

to the GAC contact listed above. Documentation must be received within one month of the event/activity date.

The above grant proposal procedures were adapted from the GSA grant proposal procedures for the Graduate Alumni Committee by Corinne Allen on October 20, 2010. Adopted January, 2011.