



## 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.

### What does this award fund?

- This fund covers the costs associated with one's primary graduate work, while the costs are impractical or ill-suited funded by other GSS awards (Domestic Travel Award, International Travel Award, and Research Award).
- Passing the deadlines of other awards (Domestic Award, International Travel Award, and Research Award) cannot be the only reason for application.
- The award can only fund expenses that occur after the GSS general meeting.

### How much does this award fund?

- The amount depends on the student's budget up to \$1,500.
- Final amount will be determined by the Special Contingency Award review committee.
- Funding will be based on availability of funds, and will be first-come, first-served.

### How do I apply?

**Note:** All required documents should be submitted using the online form, except the recommendation letter. All required documents must be properly "**blinded**" for review process with only Banner ID as identification (i.e. no name or other personal identifiers on documents), except the recommendation letter and the Contact and personal information Section in the online application.

- Complete application includes the following form sections:
  - Contact and personal information
  - Importance and contingency of the activity: explain the importance and contingency of attending the conference/workshop, conducting research, or the graduate-related work. Explain this in the context of the importance to your career/field, as well as the exceptional circumstances. (**Note:** no name or other personal identifiers).
  - Proof of funding need. The document can be, but not limited to, conference/workshop attendance registration, presentation acceptance, or research statement. (**Note:** no name or other personal identifiers).
  - Proof of seeking other funding and list of funding sources. If no other funding for supporting the expenses, explain why no other funding is available at this point.

- Estimated budget
- Class schedule for the semester in which you are applying for the award as a pdf. (**Note:** Your name must be blinded on the class schedule, only your student ID number should appear. For expenses occurring in Fall and Spring semester, students must be enrolled in courses at Kent State University during the semester they wish to travel. For expenses occurring in Summer semester, students must be enrolled in courses for either the Summer term or the subsequent Fall term at Kent State University).
- One (1) recommendation letter from advisor. The letter is recommended to emphasize the applicant's need for funding, importance of the activity to the applicant's career/field, and the exceptionality of the circumstance. (**Note:** applicant's name and personal identifiers can appear). The recommendation letter is submitted via email to the Finance Chair **Xin Hong** ([xhong1@kent.edu](mailto:xhong1@kent.edu)).
- Application must be received 3 weeks prior to any GSS meeting (see website for the specified deadline and meeting dates).

### **Stipulations**

- The *contact and personal information* section in online application and the recommendation are the only places where your full name should appear. All other sections and documents should only contain your Banner ID number; your name, email address, and other personal identifiers should be redacted if they occur anywhere else, rather than the *contact and personal information* section in the online application and the recommendation letter.
- Your application will be reviewed by a group of graduate students from a variety of disciplines. Be sure to write the *importance of the activity* to a general audience.
- The review committee is a group of four (4) to eight (8) graduate students from a variety of disciplines. Interested parties can volunteer by emailing the Finance Chair.

### **What do I need to turn in to be reimbursed?**

A complete reimbursement packet must be submitted within 14 days after return from conference, and the packet includes:

- A completed GSS Funding Form from the GSS website
- An official award letter
- Original Receipts for student-incurred expenses.

### **Where do I turn in my reimbursement packet? (One of the following methods)**

- 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