Graduate School Students

Through CSU’s Graduate School Funding, graduate students have the opportunity to submit funding requests to Creighton Students Union in order to attend academic conferences.

A. Available Funds
   1. $5,000.00 per semester is set-aside with this in mind and is distributed on a first come, first-serve basis.
   2. It is important for graduate students to secure funding as soon as possible.
   3. There is a cap of $500.00 per full-time student and $250.00 per part-time student, which will be enforced. This cap holds for an entire fiscal year, July 1 to June 31.
   4. In addition, once a semester the Graduate School may request funds (not exceeding $500.00) to fund a party for all students enrolled in the Graduate School. This money shall be deducted from the $5,000.00 a semester set aside for the Graduate School.

B. Eligibility
   1. The graduate student must have full-time or part-time status in a graduate program at Creighton University.
   2. A graduate funding request form (complete with all of its components) must be turned in no later than 15 academic school days, excluding weekends and university-recognized breaks, prior to the conference’s scheduled start date for every graduate student applying for funding. It must include:
      i. A copy of the abstract and other relevant work;
      ii. A letter of acceptance or invitation to the conference;
      iii. A justification for the request;
      iv. An itemized list of projected event expenses;
      v. A signature of the graduate student’s program director for approval and validation; and
      vi. A signature from the Dean of the Graduate School for approval

C. Guidelines for Use of CSU Funds
   1. CSU funds can be used only for the expenditures that are approved in the funding decision.
   2. No assets will be purchased with CSU funds. An asset is defined as something that cannot be used up in less than one fiscal year due to the nature of its make up or the purpose of the item.
   3. CSU funds cannot be used to purchase alcohol.
   4. CSU funds cannot be donated to any organization, inside or outside the university.
   5. CSU funds will be reimbursed according to the mileage and per diem rates outlined on the Creighton University controller’s website.

D. Funding Process
   1. A completed funding request that meets all relevant due dates is reviewed by the CSU Vice President for Finance.
2. After review, the CSU Vice President determines how much to allocate to the student (up to $500 for full-time students and $250 for part-time students) after:
   i. Assessing all the components of the graduate funding request; and
   ii. Ensuring that the graduate student meets all of the eligibility requirements and that all components of the request conform to CSU funding policies.

3. The graduate student is then notified of the decision.

4. If the graduate student is not satisfied with the decision, the student can protest the decision to the Finance Committee.
   i. All protests must be made in writing and received no later than seven days after the decision has been sent to the student.
   ii. Protested decisions will be reviewed by the Finance Committee at the next Finance Committee meeting.
   iii. The Finance Committee will then make a decision on the graduate funding request with a majority vote when quorum is present.

5. After the decision on the graduate funding requests has been made, funds will not be distributed to the student until after the conference has concluded and the expenses have been incurred.

6. In order to receive the allocated funds, the graduate student must submit the following to the CSU Vice President for Finance no later than 30 days after the conclusion of the conference:
   i. A TER (Travel & Business Expense Report) form in which the student’s name, address, and signature are provided
   ii. Original receipts and/or invoices accounting for all expenses
      a. Proper receipts must be official, itemized receipts that detail the service or items being paid for;
      b. Credit card statements, unofficial emails, and copies of checks will not be accepted as proper receipts; and
   iii. Explanations for significant deviations from the list of projected expenses that the student provided in his or her funding request

7. The Vice President for Finance will then submit the TER and receipts for reimbursement not to exceed the original allocation. After being submitted, the student should receive a check for reimbursement within 15 business days.

E. Double Jeopardy Clause
1. No graduate funding request may be re-submitted at any time to CSU.
2. The CSU President and CSU Vice President for Finance will meet with any graduate student to answer any questions about the funding process and offer suggestions to graduate students concerning how to make successful graduate funding requests.
3. A unanimous vote of all four CSU executives can override the Double Jeopardy Clause if circumstances have changed concerning the graduate student request (due to some new information or change in situation). The funding request will then be reviewed by the Representatives, who shall approve the request by a three-fourths majority vote.