

Project Funding

Funding for projects is provided on a reimbursement basis for associated expenses, including equipment, material, software, hardware, surveys, or gift-cards. Non-PhD students are eligible for funding up to the amount of \$500 per academic year. However, all final reward amounts are contingent on the availability of funds per funding period. Non-PhD students are also eligible to apply more than once per academic year, but the total reward amount for that year cannot exceed \$500.

Project Grant Eligibility

1. Applicants must be currently enrolled, **degree-seeking** Graduate or Professional students at the Northeastern University and should be a graduate student over the duration of the proposed research or project timeline.
2. Projects include, but are not limited to lectures, campus projects, and community service projects. Projects can also be a part of your thesis or course work granted that you do not receive any funding from your respective college. Projects must be open to all Non-PhD students and primarily benefit graduate students.
3. Project grants may cover the following expenses: Materials, equipment, software or hardware purchased or rented for the project, and compensation to participants of pre-approved research/clinical trials. *Note: Compensation to research participants may be given in the form of gift cards. See the gift-card policy for more information.*

Application Procedure

1. Submit the completed application form, advisor approval form, project proposal presentation and itemized budget to gsgfinance@northeastern.edu. All forms must be completed for consideration.
2. Once your application is approved by the Finance Committee, an Award Letter will be sent to the mailing address you have provided (usually after the funding cycle's deadline). The award letter will include the breakdown of your total award and instructions for submitting proof of payment for your reimbursement. If there are errors or changes to your plans, the GSG VP of Finance must be notified of changes (not to exceed the total award) prior to purchases. Changes to an award will NOT be made after the student has made the expenses.
3. The project proposal presentation should provide the GSG finance committee with an understanding of the purpose of the project and a financial breakdown of the project costs.
4. Include the total funding amount you are requesting from the Graduate Student Government.
5. In order to be reimbursed, authentication documents must be submitted within the appropriate deadlines. This includes a copy of the original award letter with:
 - Completed SABO Expense Reimbursement Voucher.
 - Appropriate Signatures (1. Advisor or Dept. Representative, 2. Registrar's Stamp/Seal, 3. Student)
 - Proof of payment for all expenses (example: credit card statement, bank statement)
6. Save all of your receipts from the purchases. In order to process your reimbursement, we require documentation showing you paid for all expenses.

7. Once all documentation has been received by the GSG office, the information is submitted to the GSG advisor for approval and processed by the Business Office. Once processed by the Business Office, reimbursement checks will be mailed to the mailing address provided.

Important Requirements

1. Individuals or student organizations may receive a maximum of one (1) project grant depending on the availability of funds for the fiscal year.
2. Individuals or student organizations applying for project grant funding must complete the application before the funding deadline to be considered.
3. Once a student or student organization is notified of their grant funding award, a report must be submitted to the VP of Finance four (4) weeks following the award notification via email. Failure to submit reports will result in disqualification to receive future project funding.
4. Funding deadlines would be at the start of every semester. The funding deadlines are below:
 - for Fall funding is August 15th
 - for Spring funding is December 15th
 - for Summer funding is April 15th

Important Notice

1. The GSG project funding program is highly competitive and it is not a guaranteed source of funding.
2. Applicants who are not awarded are encouraged to re-apply for future semesters, provided that all eligibility criteria are met.
3. Awards allocations are determined by the availability of funds and the number of applications received.