



# Graduate Student Association (GSA) Capital Grant Request

Applications must be received in the GSA office either in hard copy or digital format by 5:00 p.m. on Wednesday, May 4th, 2011. Late applications will **not** be considered.

Submit to Greg Nuttle, Director of Graduate Student Services: JCSU 302, UNR MS 0057, or [gsa@unr.edu](mailto:gsa@unr.edu)

**Overview:** GSA Capital Grants are for the benefit of graduate students / the improvement of graduate education on the campus of the University of Nevada, Reno. Grant requests are limited to \$5,000 and are only for the one-time purchase of equipment, software, resources, etc. All purchases remain the property of the University, and are subject to all applicable rules and regulations. Requests will be reviewed by a committee of GSA officers, as well as graduate school and faculty representatives. Decisions will be announced no later than August 1st, 2011.

**Eligibility:** All current graduate students, faculty, and staff members at the University of Nevada, Reno are eligible to apply for a GSA Capital Grant. Application requirements are described below:

In 1,000 words or less, describe the project to be funded. The description **must** include responses to each of the numbered items below. If an item is not applicable, indicate "N/A".

1. Describe the need / challenge / problem that the funds will help to address.
2. Describe the intended outcome of the project.
3. Provide an explanation of the benefit to graduate students / graduate education.
4. Provide a line-item budget. If the funds requested are to supplement a larger project, please include the total line-item budget (NOT just the budget for the funds requested from GSA).
5. Explain any matching funds / resources provided or sought in addition to GSA funds.
6. Describe any currently funded projects at UNR that are similar to the proposed project
  - a. Is this project unique at UNR?
7. Provide an explanation, to the best of your knowledge, of any other funding sources that have been used previously or may be used in the near future to fund this (or similar) project(s), if applicable (grants, student technology fees, etc.).
8. Include a project timeline for implementation.
9. Provide any additional information not explicitly described above for the committee's consideration.
10. Include the phone number, email address, and campus mailstop for the primary contact person administering the grant.
11. Include the signature, printed name, and title of the department chair, program director, or other primary signature authority overseeing the area the grant would benefit.
  - a. Please contact Greg Nuttle, Director of Graduate Student Services, with any questions about signature authority, or any other aspect of the capital grant application:  
[gsa@unr.edu](mailto:gsa@unr.edu) or 775-784-4629

Signature Authority:

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Printed Name

Title

Signature & Date