GSO Grant and Awards Procedure

Student Applies for Grant

Application is checked for completeness at GSO.
Time needed: 1 week.

Application is complete.

Application will be reviewed at next assembly meeting.
Time needed: until next assembly meeting if application is received before 15 of the month.

Approved

Notification email sent to applicant.
Time needed: 1-2 weeks.

Denied

Package is incomplete.

Application is rejected.
Applicant may re-apply

Notification email sent to applicant.
Time needed: 1-2 weeks.

Official letter sent to applicant.
Time needed: 2 weeks.

Official letter and reimbursement package sent to applicant.
Time needed: 2 weeks

Reimbursement package is checked for completeness at GSO.
Time needed: 1-2 weeks.

Package is complete.

Student puts together reimbursement package.
Time needed: depends on student.

Package is sent to GSO faculty advisor for review.
Time needed: 1-2 weeks.

Package is sent to the fiscal office for review.
Time needed: 1 week.

Package is incomplete.

Student is asked to submit missing materials.

Applicant receives check.

Disbursement office processes payment.
Time needed: 8-10 weeks.