

**THESIS AND DISSERTATION PRINTING/BINDING AWARD PROGRAM
GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)
UNIVERSITY OF IDAHO**

APPLICATION GUIDELINES

DESCRIPTION

GPSA will support graduate students at the time of graduation with *up to* \$50.00 to be used for thesis or dissertation printing and binding expenses. If the total amount requested is over budget, each award will be lowered to no less than 70% of the amount requested. If this amount is exceeded, a lottery system will be implemented. Priority will be given to students with no other source of funding.

ELIGIBILITY

Any current graduate student enrolled through the University of Idaho Moscow campus (i.e. tuition and fees are paid to the Moscow campus) for at least one credit during the graduating semester is eligible, provided that the applicant's department is not in default with the GPSA. The applicant is eligible to use the award for a period of up to 5 months after notification of receipt of award. GPSA and TEGA Committee members are eligible for the award.

DEADLINES

Fall semester – Third Friday of November

Spring and Summer semester - Third Friday of April

All applications are due by 4:00pm.

PROCESS

Graduation occurs three times during the year. Students graduating in the Fall semester must apply by the Fall deadline. Students graduating in the Spring or Summer semester must apply by the Spring deadline. For applicant's graduating in a semester without registration, applications must be submitted during the last semester in which tuition was paid. Graduate students apply by **FULLY** completing and submitting the Application Form attached. This form includes a section to be completed by the Major Professor, confirming that the applicant will graduate during the period indicated. If the Major Professor is absent, the Department Chair may complete this section. For applicants with extenuating or unusual graduation circumstances, please use the Additional Comments section to elaborate.

Application Form can be submitted using the **GPSA drop box** (Morrill Hall outside 202) or by mail:
GPSA – Travel Awards Committee, University of Idaho, PO Box 444280, Moscow, ID 83844-4280.
Mailed applications must be **received** by the deadline.

AWARD

Applicant will be notified via email if approved or declined for the award. If declined, the reason will be included in the email. GPSA will give a list of awardees and amount funded to the UI Copy Center. Recipients should inform the Copy Center of their award when submitting their thesis/dissertation so the credit can be applied to the account. **No reimbursements will be provided to the awardee.**

QUESTIONS

Questions and concerns can be directed to the applicant's departmental GPSA representative or the current TEGA committee chair. Visit the GPSA OrgSync page (<https://orgsync.com/129736/chapter>), click "files" and select the "GPSA directory" for the most updated contact information.

THESIS AND DISSERTATION PRINTING/BINDING APPLICATION FORM

To be filled out by Applicant:

Name:	Student Number (xxx-xxxxx):
Department:	Name of GPSA Representative:
Email:	Phone Number:
Graduation Date:	Degree:
Title of Thesis or Dissertation:	
Do you have other sources of funding to pay for printing/binding fees?	
Student Signature	
<i>By signing, I attest that all statements on this form to be true to the best of my knowledge</i>	
Additional Comments:	

To be filled out by Major Professor:

This certifies that (Applicant Name): _____ is			
graduating in Semester (circle one):	Fall	Spring	Summer
Year: 20____ with a degree of (circle one):	M.A.	M.F.A.	M.S. Ph.D. Other
if "Other" list:			
Name:		Email:	
Signature		Date:	

Official Use Only

APPROVED REJECTED (circle one)	Reason for rejection (if applicable):
Reviewed by (committee member):	Date:
Committee Chair:	Date:
GPSA President or Finance Director:	Date:
Award Amount (@ Copy Center):	Date: