2013 – 2014 Lecture Series Grant

**Guidelines:**
The Colorado School of Mines Graduate Student Government is committed to supporting opportunities that better the academic graduate experience, including on-campus academic programming. To apply for funding from the Graduate Student Government, the proposed lecture should **benefit and enhance CSM graduate research**. Requests will be evaluated on an individual basis, and emphasis will be given to initiatives that (1) reach the most graduate students; (2) further the research experience or opportunities of graduate students; or (3) promote **CSM's Institutional Values and Principles for graduate education**.

The proposed lecture may be part of a CSM departmental lecture series, though preference will be given to programs lacking an endowment to bring in such speakers. Requests will be reviewed twice during the academic year; at the beginning of the fall and spring semesters. Please see below for this year’s deadlines. Applications must be submitted before the proposed lecture date; there will be no reimbursements for expenses incurred prior to the review process. At most, seven (7) grants will be distributed throughout the academic year with a maximum of $1500 awarded per grant.

**Deadlines:**
The deadline for Fall 2013 applications is November 1, 2013
The deadline for Spring 2014 applications is April 1, 2014.

**Requirements:**
Requests must use the form that follows, and provide explicit detail on the following parameters:
- Lecture details (topic, speaker background, date)
- Value added to the department and students
- Proposed budget (line item expenditures, including estimations or quotes)
- Other sources of funding for the lecture
- Prior lectures and initiatives funded by the Graduate Student Government

**Exclusions:**
GSG grants must be used in accordance with the **Colorado School of Mines Propriety of Expenditures Policy**. In addition, funding shall not be used for alcoholic beverages without a proper alcohol permit; technological or classroom equipment; food for closed campus events; conference or professional meeting travel that may be funded by GSG Travel Grants; charitable donations of any kind; gifts for Colorado School of Mines employees; or gift cards or similar vouchers. If you are unsure whether an expenditure is appropriate, please consult the CSM Controller’s Office before submitting your request.

**Submission:**
Please submit your completed Lecture Grant Form to

Mark Taylor, President, Graduate Student Government
Campus Mail: Metallurgical & Materials Engineering, Hill Hall 215
Electronic Mail: martaylo@mymail.mines.edu

or in person at the next GSG meeting.
Lecture Grant Application. May be completed digitally or by hand (please write clearly).

Date of submission: __________________________

Requesting Department: ______________________________________________________

Name of Preparer: ____________________________________________________________

Preparer Phone: ___________ Prepare E-mail address: _____________________________

Department Head Signature: __________________________________________________

GSG Representative Signature: ________________________________________________

Amount requested: $ ____________________(detailed budget must be attached)

Lecture title: _________________________________________________________________

Lecturer Name: __________________________ Date: ___________ Time: ____________

Lecturer’s Employer: _________________________________________________________

Lecturer’s Job Title: _________________________________________________________

Will this lecture be announced beyond academic department? (circle one) Yes No

Could the appropriate GSG Department Representative introduce this speaker at the
appropriate colloquium or campus event? (circle one) Yes No

Brief description of lecture content:

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Connection of lecture to current or future research at Mines:

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Value added to the department and students by visiting lecturer:

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Budget. Please attach any items of relevance to this Request.

All projected expenditures for lecture (if possible, include quotes, and any other relevant detail):

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All current and potential income sources for the lecture:

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Has the Graduate Student Government funded a lecture or other initiative in the past? (If yes, please state when, and what the lecture topics or initiatives were)

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