

CHECKLIST: Scholarly Support Fund (GEO)

This is a comprehensive list of everything you will need, or have to do, in order to apply for and receive funds from the GEO SSF. Because funding is limited, the SSF is a *very competitive grant*. Print out and carefully review this checklist and treat it as a light instructional manual for completing the SSF process. Remember that the SSF Form will be made live on the GEO Website (<https://geoumb.org/scholarly-support-fund/>) at 8 am, on January 27, 2020.

- **Make sure you are a dues-paying GEO member, before January 27, 2020**
 - You can do this by reviewing any of your pay-stubs and searching for the line "Boston GEO Dues" underneath the After-Tax Deductions.
 - Fill out the membership and FERPA forms [here](#). This is the best way to make sure you are a GEO dues-paying member. If you fill it out while already being a member, it will not harm you in any form.
- **The SSF Form will go live at 8 am, January 27, 2020.** To fill it out as quickly and thoroughly as possible, **you should compile the following information beforehand:**
 - Preferred Email Address
 - First and Last Name
 - Student ID
 - Local Mailing Address (Street, Unit, City, State, and Zip Code)
 - Local Telephone Number
 - Name of your Graduate Program
 - Name Any Other Source of Funding You May Be Receiving for this Conference
 - **If you have received SSF in the past,**
 - Semester and year in which you received SSF funding (e.g. Fall 2018)
 - Name of the Conference
 - Name of the Sponsoring Organization of the Conference
 - Conference Location (City, State, Country and Zip Code)
 - Conference Start Date
 - Travel Start Day
 - If you are presenting at the conference,
 - You will need to upload your acceptance letter from the conference confirming that are presenting. You can upload it in either .pdf or .doc format.
 - **If you are attending the conference (Not presenting your work)**
 - You will need to provide a brief response to the following question : *In what ways will attending this conference benefit your professional or academic growth?* (You can provide a brief answer to this question: From two to five sentences would be perfectly fine.)

GEO will contact you within a few weeks to tell you whether or not you have been accepted, waitlisted, or denied funding.

If you are denied funding: We wish you the best of luck in attending the conference. We can recommend other sources of funding (one of which is the Personal Development Grant from the GSA) and will provide what other support we can.

Whether you have been accepted or waitlisted, we strongly recommend that you collect your receipts. If you have been waitlisted, it will make it easier for you to be reimbursed if you end up receiving funding after all. If you have been accepted, we require your receipts.

If you have been accepted:

- **Fill out the UMass Boston Travel Registry**, located [here](#).
 - Once completed, email us your travel registry ID (Make sure you send us a screenshot showing your Travel ID (5 Digits))
- Collect your receipts as they accrue.
 - Once you have as much for the amount of funding you have been awarded, email these receipts to the GEO (geo@umb.edu)
 - As a reminder: the total reimbursements amount equal \$250 for attending or \$500 for presenting
 - Include your Travel Registry ID screenshot

(Note: If you are wait-listed, and accepted at a later date, you will be required to fill out the Travel Registry to receive any funding. It is advisable to do it sooner rather than later, even if you are wait-listed.)