

## GRADUATE STUDENT ENGAGEMENT FUND FUNDING GUIDELINES & PROCEDURES

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### GENERAL FUNDING REQUIREMENTS

To request financial support from the Graduate Student Engagement Fund (GSEF), awardees must first have completed the GSEF application process, received an award letter, and returned a countersigned award letter to the Office of the Provost in North Hall 205 or via email to [gsef@pratt.edu](mailto:gsef@pratt.edu).

Once the counter-signed award letter is received, GSEF awardees can begin the process of requesting funding. The Graduate Student Engagement Fund email, [gsef@pratt.edu](mailto:gsef@pratt.edu), will serve as both the central contact for funding requests and the main resource for students seeking guidance on which funding avenue(s) to pursue. The Graduate Student Engagement Fund releases grant funds depending on the structure of and circumstances surrounding each project. ***Successful funding of a GSEF project involves one or more of the procedures outlined below:***

#### **A. PAYMENT TO A PARTNERING ARTIST, LECTURER, OR ORGANIZATION**

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GSEF grants can include proposals to pay third-parties. Commonly this includes honoraria for visiting lecturers (max of \$500 per lecture), payments to independent contractors for professional services rendered, venue rentals, or institutional fees for symposiums and conferences. For more information and how to request payment to a partnering artist, lecturer, or organization, refer to **APPENDIX A**, pages 3-4.

#### **B. STUDENT REIMBURSEMENT**

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An awardee can opt to cover project expenses then file for reimbursement from Pratt with receipts and proof of purchase. Covering expenses upfront and filing for reimbursement is often the fastest way to start a GSEF project. Please note that not all approved expenses are reimbursable. Payment for flights are reimbursable expenses; however, payments to partnering artists, lecturers or vendors are not. For more information on what project expenses are reimbursable and how to request a reimbursement refer to **APPENDIX B**, page 5.

#### **C. STUDENT AWARD**

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Depending on the type of project and circumstances surrounding its completion, GSEF awardees can request grant funds in advance of incurring expenses in the form of a Student Award. As with Student Reimbursements, Student Award requests cannot be used to pay partnering artists, lecturers or vendors. In addition, Student Award recipients are required to report on all expenditures at the conclusion of their project, compiling original receipts and returning unused funds to Pratt Institute. For more information and to request a Student Award see **APPENDIX C**, page 6.

## D. FUNDING EXCLUSIONS

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GSEF will only fund a project up to the approved total stated in the counter-signed GSEF award letter. Please note the following items are **not** eligible for funding by the Graduate Student Engagement Fund:

- Attending conferences – applications will *only* be considered for candidates *presenting* original work
- Activities, lectures or programs that occur during and/or as part of a class for which academic credit is awarded
- Fees associated with submission to festivals, biennials, etc.
- Retroactive expenses prior to start of project/grant period
- Self-promotional items, e.g., show advertisements, business cards, etc.
- Websites or other tools meant to substitute for outreach to community(s)
- Computer hardware/software, technology equipment, cameras and/or furniture available at Pratt
- General upkeep of campus-wide facilities
- Political campaign activities
- End of year graduation parties
- Alcohol

## APPLICATION DEADLINES

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The deadlines for applications are as follows:

- October 15, 2024
- March 14, 2025

The deadline for Summer 2025 applications are as follows:

- May 2, 2025
  - The May 2, 2025 deadline is for summer projects to be completed by September 15, 2025.
  - Students graduating in May 2025 are not eligible to apply for the May application deadline as grant funds can only be released to students enrolled at Pratt.
  - First year students who have received awards during the October 2024 or March 2025 periods can apply for the May 2025 deadline, which will count toward the next academic year of 2025-2026.

Under exceptional circumstances, any applicant(s) needing an expedited review based on deadlines associated with their proposal can request one. Although the Committee will try to accommodate requests for expedited reviews, there is no guarantee that such requests can be honored.

**NO APPLICATIONS** will be accepted beyond 11:59 p.m. EST on the listed deadline date.  
**There will be no exceptions.**

## FUNDING REQUEST DEADLINE

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All funding requests must be received within **2 months** of project completion or by the absolute deadline of June 30<sup>th</sup>. Submit requests to [gsef@pratt.edu](mailto:gsef@pratt.edu).

**Funding will take up to 6 weeks to process. Please plan accordingly.**

## APPENDIX A:

### PAYMENT TO A PARTNERING ARTIST, LECTURER, OR ORGANIZATION

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GSEF grants can include proposals to pay both individuals and organizations for services completed in support of GSEF projects. Awardees **cannot** pay these individuals or businesses themselves for reimbursement. Pratt will not reimburse students these expenses. Pratt Institute **must** pay all third-parties directly according to the processes detailed below. **All third-parties must be legally authorized to work in the United States.**

To pay an artist, lecturer, or organization, submit the following paperwork in one comprehensive PDF (portable document format) in the order listed below. Submissions in Microsoft Word, Google Docs, or zipped files will **NOT** be accepted. Send the completed document to [gsef@pratt.edu](mailto:gsef@pratt.edu). From the time of submission to the Office of the Provost, **payments within the USA will take up to 6 weeks to process and 8-10 weeks for international payments.**

#### 1. PAYING AN ARTIST, LECTURER, OR OTHER INDIVIDUALS AN HONORARIUM

GSEF grants can pay for guests to come and enrich the Pratt community. These guests can be performers, musicians, lecturers, curators, or any other category of creative and/or critical practitioners and scholars. For the purposes of this policy, all guests of this nature will be referred to as Artists.

The maximum honorarium GSEF will fund is \$500 per lecture or visit. An Artist cannot be brought to campus as part of academic coursework. If the Artist is appearing exclusively in a classroom setting or their event is required for academic credit, GSEF is unable to provide funding for the Artist payment.

**TO PAY A RESIDENT ARTIST**, the following paperwork is required:

1. A **contract**, complete with the amount to be paid to the Artist and the Artist's personal information.

*Submit a complete contract prior to an Artist's arrival to Pratt. A contract creates a binding agreement between the student (and by proxy, Pratt Institute) and the Artist to ensure that the Artist will perform on the date in question for the agreed upon amount. Submitting this form after an Artist comes to Pratt removes this agreement and leaves you or your group open to an Artist changing the terms.*

2. A **Visitor Information Sheet** completed and signed by the Artist.
3. A **W9** completed and signed by the Artist.

**TO PAY A NON-RESIDENT ARTIST**, the following paperwork is required:

*If the Artist is a non-resident, is legally authorized to work in the United States, has a US tax ID and the country of residency has a tax treaty with the United States:*

1. A **contract**, complete with the amount to be paid to the Artist and the Artist's personal information.
2. A **Visitor Information Sheet** completed and signed by the Artist.
3. **W-8BEN Form** completed and signed by the Artist.
  - a. An **8233 Form** completed and signed by the Artist if they are claiming a tax treaty.

*If the Artist is a non-resident, is legally authorized to work in the United States, and does **not** have a US tax ID and the country of residency does not have a tax treaty\* with the United States:*

1. A **contract**.
2. A **Visitor Information Sheet** completed and signed by the Artist.
3. A **W-8BEN Form** completed and signed by the Artist.

\*If an Artist is a non-resident and **does not** have a US tax ID *and* their country of residency **does not** have a tax treaty with the United States, Pratt must withhold **30%** of any honoraria for taxes. Factor this 30% tax into your proposed budget and in conversations with visiting Artists that are non-residents.

**TO PAY PRATT FACULTY OR STAFF**, the following paperwork is required:

1. A stipend form will need to be prepared by the Office of the Provost and the faculty or staff member. To request paperwork email [gsef@pratt.edu](mailto:gsef@pratt.edu)

## 2. PAYING AN INDIVIDUAL OR ORGANIZATION ON INVOICE

GSEF grants can include proposals to pay an Artist, organization, institution, or business for professional services completed in support of the GSEF projects. This can include composers, photographers, or other individuals approved for payment in the GSEF budget.

### **TO PAY A RESIDENT INDIVIDUAL OR ORGANIZATION FOR A PROFESSIONAL SERVICE**,

the following paperwork is required:

1. A **Visitor Information Sheet** completed and signed by the Artist.
2. An **invoice** made out to Pratt Institute and complete with a description of the work done.
3. A **W9** completed and signed by the individual or organization.

### **TO PAY A NON-RESIDENT INDIVIDUAL OR ORGANIZATION FOR A PROFESSIONAL SERVICE** ,

the following paperwork is required:

*If the individual OR organization is based **outside the US** and does **not** have a US tax ID and the country of residency does not have a tax treaty\* with the United States:*

1. An **invoice** made out to Pratt Institute and complete with a description of the work done.
2. A **W-8BEN Form** completed and signed by the Individual.

\*If an individual or organization is based outside the US and does not have a US tax ID and their country of residency does not have a tax treaty with the United States, Pratt must withhold 30% of any honoraria for taxes. Please factor this 30% tax into your proposed budget and conversations with international organizations.

## **FORMS REFERENCED IN APPENDIX A:**

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- Contract
- W9
- Visitor Information Sheet
- 8233 Form
- W-8BEN Form
- W8-BENE Form

## APPENDIX B:

### STUDENT REIMBURSEMENT

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Electing to receive GSEF funds via reimbursement can be the fastest way to start a project. Students can file for reimbursement as expenses are incurred and do not need to submit all receipts at one time. Reimbursements are processed on a rolling basis as expenses are incurred with a deadline of **2 months** after the project is complete or a final deadline of **June 30**. Note that not all GSEF approved budget lines are reimbursable, as mentioned above. All artists, consultants and organizations must be paid directly by Pratt Institute (see Appendix A).

To file for reimbursement, all materials must be submitted according to the directions below. From the time of submission to the Office of the Provost, **funding will take up to 6 weeks to process**. Once your materials are processed in the Office of the Provost, you'll receive a request to your Pratt email from a no-reply address asking for your digital signature on the reimbursement form. ***If you do not digitally sign this form, your reimbursement will not be processed.***

**TO FILE FOR STUDENT REIMBURSEMENT**, the following paperwork is required:

All materials must be submitted in one comprehensive PDF (portable document format) in the order listed below. Reimbursements submitted in Microsoft Word, Google Docs, or zipped files will **NOT** be accepted. Submit complete reimbursement information to [gsef@pratt.edu](mailto:gsef@pratt.edu).

1. **Reimbursement Request Form** completed by the student with special attention to:
  - Valid Pratt ID Number as found on the back of your Pratt ID Card
  - Mailing address where you would like to receive your check
  - Grouping expenses by expenditure type
2. **Receipts** of all expenses
  - Copies, scans, or originals all accepted
  - Request a hand-written receipt when paying with cash in foreign countries
  - Include any additional tip on receipts for meals
  - If you've paid in cash, please note this on your **Reimbursement Request Form**.

#### **IF RECEIPTS ARE UNAVAILABLE OR LOST:**

**Statements** from the bank debit or credit cards used for each expense, highlighting the transaction(s) for reimbursement.

- The bank statement, or screen-shot from online banking, must include:
  - The transaction details: date, vendor name, and amount
  - Name of account holder
  - Last 4 digits of the account number
- Black-out or hide all other personal information and transactions unrelated to your GSEF reimbursement.
- If you've paid in cash, please note this on your **Reimbursement Request Form**.

3. **Counter-signed Award Letter**

### **FORMS REFERENCED IN APPENDIX B:**

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- Reimbursement Request Form
- Counter-signed Award Letter

## APPENDIX C:

### STUDENT AWARD

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If a GSEF awardee cannot incur personal expense for reimbursement in completing their project, partial or total grant funds can be issued via a Student Award.

#### **STUDENT AWARD RESTRICTIONS**

- Student Award funds cannot be used to pay artists, consultants, or organizations. These vendors are paid directly by Pratt (see APPENDIX A).
- Student Award funds cannot be used for any purpose other than to support the GSEF project as it is described in the approved proposal.
- Student Award funds may be redirected from an under-budget category to another, but the application of funds must still support the project's goals and be explained in the **Student Award Expense Report**.
- Student Award expenses must be recorded and reported on at the conclusion of the GSEF project, or within **2 months of the last receipt date**.
- Any Student Award funds not used at the end of the project must be returned to GSEF with checks made out to Pratt Institute, Attn: GSEF North Hall 205.

**TO REQUEST AND REPORT STUDENT AWARD FUNDS**, the following paperwork is required:

1. **Student Award Request Form.**
  - Include mailing address where you would like to receive your check
  - Calculate amount of the GSEF Student Award Request, deducting what total of your GSEF budget is allotted to pay third-parties (APPENDIX A) or to booking with Campus Travel (APPENDIX B).
  - Sign the request form, agreeing to the terms of the Student Award.
2. Return signed **Student Award Request Form** to [gsef@pratt.edu](mailto:gsef@pratt.edu).
  - Student Award requests will take up to **6 weeks to process**. If you need funds in advance of starting your project, please consider when setting your project timeline.
3. Once Student Award Funds are spent, complete the **Student Award Expense Report**.
  - Report totals spent across the categories compared to budget request.
  - Calculate any remaining unspent dollars, if any, to return to GSEF.
  - Offer a brief description for any variance in how funds were spent vs. budgeted.
  - Itemize GSEF expenses, grouping by expenditure category.
  - Attach receipts, originals, scans, or copies.
  - Attach bank credit or debit card statements, highlighting the project transactions and blacking-out any other transactions or personal information.
4. Sign and return the **Student Award Expense Report** to [gsef@pratt.edu](mailto:gsef@pratt.edu) within 2 months of the last receipt.

#### **FORMS REFERENCED IN APPENDIX C:**

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- Student Award Request Form
- Student Award Expense Report
- Counter-signed Award Letter