

GAFAC Application Tip Sheet

Please use the following tips as a reference guide when completing your GAFAC application. Feel free to email Gafac@miami.edu if you have any questions or concerns!

Biographical Information:

- Please make sure to accurately fill out your school, department, and whether or not your application is a group application.
- Keep in mind that group applications are eligible for funding **up to \$400 per person within the group.**

Dates & Locations:

- Dates for any events should match the dates on all supporting documentation.
- Funding is reimbursement based and will be awarded after the last date of the event.

Funding Category:

- Documentation is required for any event, performance, conference, research presentation, and/or any other miscellaneous request within your GAFAC documentation. Typically, a screenshot of the conference website suffices.
- Conference/Event Literature must include the dates and location of the conference. If you are presenting/performing you must include proof of being accepted to present.

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Budget:

- Funding described here is not guaranteed to be awarded based off the initial budget. After speaking with the applicant(s), the GAFAC Committee will vote on the proposed budget in accordance with the GAFAC Constitution.
- All submitted receipts must match the items and must not exceed the amounts listed on the finalized budget.
- Documentation demonstrating that funding has been rejected by other entities must be uploaded before reimbursement is approved. Please note that the documentation must be official. This may include emails/ letters from the department. We will not accept word documents.
- Documentation of Kriloff funding requests need only be uploaded for students in the College of Arts & Sciences who are presenting at a conference.
- Please note that food, drinks, gift card incentives, and Airbnbs are not funded by GAFAC.
- Any equipment funded by GAFAC must be returned to the applicant's department after use.

Open Questions:

- Please fully complete this section! The more details that you provide regarding your application, the easier it will be for the committee.
- How your research/performance/application request will impact both the University of Miami's community and your field is especially important. Please take the time to adequately explain the meaning behind your work.
- Any GAFAC funding that is approved must somehow be acknowledged! Keep this in mind when submitting and finalizing the mediums of your application.

Presentation:

- Your presentation is for the committee to understand the importance of your event, performance, conference, research presentation, and/or any other miscellaneous request for your academic career.
- You must explain how this will be beneficial to you and the University of Miami.
- Please note that this a verbal presentation. No PowerPoint or extra preparation is necessary.

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