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ROWAN-VIRTUA  
School of  
Osteopathic Medicine

Please complete this form for ALL funding requests (ex. Conferences, publication fees, travel, etc).

1. Complete SGA Funding Request form and email:
  - a. **SGA Secretary (Najira Ahmed, [ahmedn88@rowan.edu](mailto:ahmedn88@rowan.edu))**
  - b. **SGA Treasurer (Jonathan Tadros, [tadros47@rowan.edu](mailto:tadros47@rowan.edu))**
  - c. **SGA President (Bhaumik Patel, [patelb2@rowan.edu](mailto:patelb2@rowan.edu))**
  - d. CC Stephanie Levin ([levins@rowan.edu](mailto:levins@rowan.edu)) by **11:59pm the Wednesday before the SGA meeting**. The form must be completed in full and received by this deadline to be considered at the next SGA meeting. There are NO exceptions.
2. Once the forms are submitted, students will receive a Webex link to the closed portion of the SGA meeting where they will have 3-5 minutes to present this funding request to the council. If the student cannot attend the SGA meeting, he or she must inform the **SGA Treasurer, Jonathan Tadros**, at least 24 hours prior to the SGA meeting.
3. After the SGA meeting is over, students will be notified of the amount received via email. You must submit your travel paperwork within 2 weeks of this notification.
4. In order to receive reimbursement, "Miscellaneous Disbursement Form," a copy of the credit card (if used), and original receipts must be submitted to Stephanie Levin upon completion of the event. Forms can be found on the SGA website and will also be emailed to you after attending the SGA meeting.
5. Travel paperwork must be submitted 2 weeks prior to anticipated travel and must include the award amount given by SGA at the SGA meeting.
6. You must turn your camera on during the closed portion of the SGA meeting and must give an oral presentation explaining what the funding is for. The strength and quality of your presentation as well as the quality of your poster/publication will be taken into consideration when determining the total funding amount.
7. Prior to coming to the SGA meeting, you **MUST** ask for outside sources of funding including, but not limited to, departmental funding, fundraisers, and club funding (you are allowed to ask for club funding even if you are not a member).
8. During your oral presentation, you must answer the following questions:
  - a. Were you granted outside sources of funding? If not, have you reached out?
  - b. Do you have a personal connection or anything you would like to share about the importance of this request?
  - c. Will your poster/publication have Rowan's name on it?
  - d. Are you interested in the specific specialty that you are presenting within?
9. You are allowed to request the full amount that you need from SGA. For example, if your total cost is \$500, you are allowed to request the full amount.

**CONFERENCES:** Please include a detailed description of the costs. If there are multiple people attending, you MUST include the total price and individual cost per person breakdown. Your individual costs MUST add up to the total amount that you are requesting. If the individual costs do not add up to the total amount, we CANNOT complete your request.

Name & Class Year:

Names of additional students attending and class year:

Name of Organization:

Name of Event:

Description and Purpose of Event:

Location of Event:

Date of event:

Email address:

Phone number:

Role at the event (ex. Attending, poster presentation, medical mission trip, etc):

Hotel cost TOTAL:

Hotel cost PER NIGHT:

How many nights?

How many rooms?

Travel costs (car, airplane, train):

Registration fee:

Outside Funding (ex. Club funding, fundraisers, departmental funding):

TOTAL COST:

TOTAL AMOUNT REQUESTING FROM SGA:

**PUBLICATION FEES:**

Name of Journal:

Title of manuscript:

Cost of publication:

First or second author: