



## HISTORY OF THE V-FUND

In 1997, after nearly thirty years of service at Case Western Reserve University, Assistant Dean Edward Verhosek retired. The GSS formed a committee to choose a retirement gift for Dean Verhosek. The committee met with him to find out what he would like as a remembrance from the students he had helped for so many years. In keeping with his altruistic character, he said that the gift he would most appreciate was a fund, named in his honor, to assist graduate students with financial expenses encountered in the latter part of their studies. With minimal restrictions, the financial assistance was to be a gift for which all graduate students enrolled in the School of Graduate Studies was eligible to apply.

## ELIGIBILITY CRITERIA

1. Applicant must be enrolled in the School of Graduate Studies as a full- or part-time, degree-seeking student.
2. Applicant must have completed at least twelve (12) credit hours of graduate-level coursework.
3. Applicant must make either an oral or poster presentation at the conference/event for which s/he is requesting V-Fund support.
4. Application must be completed no later than sixty (60) days after the conference/event.
5. No funds may be awarded to pay for tuition, fees, fines, or memberships in professional societies.

**PLEASE NOTE:** Your eligibility criteria are only evaluated based on the asterisked (\*) information below.

\*Name \_\_\_\_\_ \*SSN/Employee ID \_\_\_\_\_

\*Mailing Address \_\_\_\_\_  
\_\_\_\_\_

\*Phone \_\_\_\_\_ \*E-mail \_\_\_\_\_

\*Degree/Program \_\_\_\_\_

Department \_\_\_\_\_ GSS Senator \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

\*Advisor's name \_\_\_\_\_ \*Advisor's e-mail \_\_\_\_\_

**NOTE:** Both you and your advisor will be notified of your V-Fund application and its status.

## Official V-Fund Application form

The Graduate Student Senate of Case Western Reserve University

\*Reason for the Application: (only one reason is necessary, but multiple can be selected)

\_\_\_\_\_ Binding      \_\_\_\_\_ Conference      \_\_\_\_\_ Presentation      \_\_\_\_\_ Other

Title of Conference \_\_\_\_\_

Title of paper/thesis/presentation \_\_\_\_\_

\*Dates of conference (if applicable) \_\_\_\_\_

Estimated total cost of this activity \_\_\_\_\_ Estimated cost to you alone \_\_\_\_\_

\*Requested Amount \_\_\_\_\_ \*Date expense was incurred \_\_\_\_\_

### ADDITIONAL MATERIALS

\*\*Please include the following materials with your application.\*\* Your application will not be considered without all of these documents.

1. Copy of the acceptance letter for your publication or conference presentation. If you have not yet received an acceptance letter, please attach a signed letter from your academic advisor attesting to the fact that you are going to present (oral or poster) at the conference.
2. Original receipt(s). Note that requesting reimbursement for the same receipt(s) or portion of a receipt from multiple sources is strictly prohibited.
3. Proof of required credit hours (e.g., copy of transcript, print-out from online registration page, etc.)

Other information you think might be helpful (if any):

\_\_\_\_\_  
\_\_\_\_\_

Your comments and input into this process are welcome:

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand the eligibility criteria and restrictions for receiving this award. I confirm that all information provided in this application is accurate and true.*

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

***For office use only*** – GSS Approval: Signature & Date \_\_\_\_\_

*Send by campus mail or submit in person (preferred method) your complete application to:*

**Attention: Linda LaPinta**  
**School of Graduate Studies**  
**Nord Hall, 6<sup>th</sup> Floor**

Please direct any questions to the GSS Treasurer. For more information, visit the GSS website at <http://gss.case.edu/>.

*Thank you!*

