**Please submit this form at least one month before the planned event**

To enhance The Graduate School’s ability to provide students with a meaningful, relevant, and inspiring education, the Dean reviews student requests for financial support towards events or programs coordinated by students enrolled in The Graduate School. Due to limited availability of resources and the need to ensure fair and reasonable support distribution, each graduate program can be approved for a maximum of one request per academic year. Summer requests will be included as part of the previous academic year. Please review the request expectations and complete the form within 30 days of the event.

Events and activities for which the dean will not provide financial support include, but are not limited to those that:

* Discriminate on the basis of race, religion, sex, or sexual orientation
* Promote political partisanship or lobbying efforts
* Subsidize University administrative and/or research services
* Provide financial benefit to groups or individuals

Events and activities for which the dean will consider providing financial support include, but are not limited to those that:

* Concentrate on diversity and inclusion
* Attend to needs of Duke and/or the local community
* Promote awareness of other cultures
* Focus on cross-campus collaboration

If you have any questions, please email [grad-finaid@duke.edu](mailto:grad-finaid@duke.edu) with “The Dean’s Financial Support” in the subject line.

**Complete the form below and email it to** [**grad-finaid@duke.edu**](mailto:grad-finaid@duke.edu)

**Group/Organization:** Enter text here

**Applicant:** Last Name:Enter text hereFirst Name:Enter text hereMiddle Name:Enter text here

Title & Position in group/organization:Enter text here

Email: Enter text here Phone: Enter text here

Department: Enter text here Duke Fund Code: Enter text here

Fund code administrator: Enter text here Email: Enter text here

**Event Name:** Enter text here

**Date:** Click or tap to enter a date. **Time:** Enter text here **Expected Number of Attendees:** Enter text here

**Total Estimated Cost of Event: $**Enter text here **Amount Requested from the Dean: $**Enter text here

**Event Description:** Click or tap here to enter text.

**Justification for Funds Requested (purpose, benefit, etc.):** Click or tap here to enter text.

**To Be Completed by the Dean**

**Comments:** Click or tap here to enter text.

**Approval Signature:**  **Date:** Click or tap to enter a date.