

Manuscript Publication Award Guidelines

Graduate Student Government Association (GSGA)

Purpose

To support CUNY SPH students in their academic and professional growth, the GSGA will provide monetary awards **UP TO \$1000 per award** (funded through collected Student Activity Fees) to matriculated students and recent alum (within 1 year of graduation) that publish first- or second-author peer-reviewed manuscripts related to public health in open-access journals (publication fees for some open-access journals typically range from \$750-\$2000).

Process & Timing

Applicants can [apply for the award](#) once the manuscript is accepted for publication. Application materials for the manuscript publication award must be submitted while the applicant is a student or within 1-year post-graduation (see guidelines for submitting application materials below). Once application materials are submitted, the applicant will receive a confirmation email (within 3-5 business days) that materials were received. GSGA will then vote to approve the application materials (ensure that applicant/application meets all guidelines outlined below) and inform the applicant of the voting outcome (typically done within 2 weeks). All approval documentation (approval letter and meeting minutes approving award money amount) will be sent to CUNY SPH for processing of the award money, either as a reimbursement to the student or direct payment of fees to the journal. CUNY SPH will contact the applicant separately to obtain information needed to confer the award money (typically deposited within 4-8 weeks).

Fall 2019 Application Deadline: January 15, 2020 at 11:59PM EST

Spring 2020 Application Deadline: May 15, 2020 at 11:59PM EST

Application: [Click Here](#)

Limitations

Please note that these awards are available on a first-come, first-serve basis, and only as funding is available. In general, awards will be conferred per academic semester (Fall and Spring), unless given special consideration by the GSGA. Applications must be approved by the GSGA before the award money is conferred by CUNY SPH. Guidelines are subject to change.

Additional details of eligibility requirements and how to apply are described below.
Please forward any questions to: GSGA@sphmail.cuny.edu

Award Type : Manuscript Publication Award (up to \$1000 award)

ELIGIBILITY

- Applicant can only apply for this award during their tenure as a student at CUNY SPH or within 1-year post-graduation
- Applicant can only be a recipient of this award once per academic year (from August to June) and receive this award a maximum of two times.
- Applicant must be able to provide documentation of official acceptance of the manuscript to a peer-reviewed journal dated within the time-frame of their tenure as a student at CUNY SPH or within 1-year post-graduation
- Applicant must be the first- or second-author on the manuscript and list CUNY SPH in their affiliation(s).
- Activities described in the manuscript must have been conducted while the applicant was a student, and can be related to the applicant's coursework, practicum, independent research with a CUNY SPH faculty member, Master's thesis/capstone, Doctoral dissertation, or other independent research related/relevant to public health.

APPLICATION PROCESS

- Prepare required materials:
 - Official publication acceptance letter/email with the following information included:
 - Name of applicant as first or second author
 - At least one listed affiliation as CUNY SPH
 - Manuscript title
 - Journal title
 - Date
 - Cost for publication
 - Brief email/letter correspondence from a faculty member of CUNY SPH confirming that activities described in the manuscript is related/relevant to public health and was conducted while the applicant was a student.
 - 250-word non-technical summary of the manuscript for a GSGA website post and/or CUNY SPH press release
 - 280-character (Tweet length) tweet of the manuscript for a CUNY SPH press release
- Submit online award application with required materials.
- Once published, email to GSGA a link to online manuscript (to accompany press releases).