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 those who have graduated within the last 12 months that publish peer-reviewed manuscripts related to public health in open-access journals (publication fees for some open-access journals typically range from $750-$2000).

# Application deadline

Spring 2021 deadline: April 16, 2021 at 11:59PM EST at 11:59PM EST.

# Eligibility

To be eligible, the applicant must:

* be a matriculated student at CUNY SPH or an alum who has graduated within one year of award application;
* appear as first- or second-author on the manuscript and list CUNY SPH as at least one of their affiliation(s); and
* provide documentation of official acceptance of the manuscript to a peer-reviewed journal dated during their tenure as a student at CUNY SPH or within one year of their graduation.

# Limitations

* Awards are available on a first-come, first-serve basis, and only as funding is available.
* An applicant may only receive this award once per academic year and no more than two times ever.
* Activities described in the manuscript must have been conducted while the applicant was a student.
* The manuscript must have resulted from the applicant's CUNY SPH coursework, practicum, independent research with a CUNY SPH faculty member, Master’s thesis/capstone, or Doctoral dissertation.
* Guidelines are subject to change.

# Application instructions

Applicants may [apply for the award](https://cunysph.az1.qualtrics.com/jfe/form/SV_erIrOXvbpCDDSZv) only when the manuscript is accepted for publication. Applicants must submit application materials while they are a student or up to 12 months after graduation. **After the application deadline, the GSGA will review all applications and notify those selected for award by SPH e-mail (typically done within 2 weeks of the deadline).**

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD. STUDENT MUST RECEIVE OFFICIAL NOTIFICATION FROM GSGA.

CUNY SPH will contact the applicant separately to obtain information needed to confer the award funds (typically deposited within 4-8 weeks).

Once published, the applicant must email GSGA with a link to online manuscript.

## Application package

GSGA will not consider incomplete applications for an award. Submit award application package online with all materials listed here in a single upload:

* Official publication acceptance letter/email showing:
  + Name of applicant as first or second author
  + CUNY SPH as at least one of the applicant's affiliations
  + Manuscript title
  + Journal title
  + Date of publication
* Invoice for processing payment or proof of payment if seeking reimbursement
* Brief email/letter from a faculty member of CUNY SPH confirming that activities described in the manuscript are related to public health and were conducted while the applicant was a student.
* 250-word non-technical summary of the manuscript for the GSGA website and/or CUNY SPH press release.
* 280-character (Tweet length) description of the manuscript for a CUNY SPH release.

[**To submit application click here.**](https://cunysph.az1.qualtrics.com/jfe/form/SV_erIrOXvbpCDDSZv)

Please contact GSGA with any questions: [GSGA@sphmail.cuny.edu](mailto:GSGA@sphmail.cuny.edu)