Conference Award Guidelines

**Graduate Student Government Association (GSGA)**

# Purpose

To support attendance at professional conferences for continuing education and/or presentation of projects and research, GSGA will provide monetary awards (funded through collected Student Activity Fees) to matriculated students to reimburse the costs of attending conferences relevant to public health. Awards may cover usual expenses including registration, transportation, lodging, meals, and poster-printing. Students who are presenting at a conference (oral or poster) may apply for awards up to $750. Students who are attending a conference but not presenting may apply for awards up to $300.

# Eligibility

* To be eligible to receive the award as either an attendee or a presenter, the applicant must be a matriculated student at CUNY SPH.
* To be eligible to receive the award as a presenter, the applicant must also provide documentation of their invitation to present.

# Limitations

* Awards are available on a first-come, first-serve basis, and only as funding is available.
* GSGA conference awards may only be used to cover those costs not already covered by other awards or conference scholarships.
* An applicant may only receive one award of each type once per academic year.
* Guidelines are subject to change.

**Application instructions**

* Applicants must apply for an **apply for an award online at least 2 weeks prior** to attending the conference, but no more than 6 months in advance of the conference. 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).
* Please note that submission of an application does not guarantee an award. Student must receive official notification from GSGA.

**NOTE: Receiving an award from GSGA is a 2-step process.** Once the student has received confirmation from GSGA that their application has been accepted, the student will then be required to submit all relevant documentation proving their participation in, and costs related to their attendance/presentation at the conference. Please review thesection “Instructions for Requesting Reimbursement After Award Application Acceptance” for further details.

# **Step 1:** Application package

GSGA will not consider incomplete applications for an award. Please submit the award application package online with all the required documents listed here in a single upload:

* Name of conference
* Link to conference website
* Conference start and end dates
* Conference location
* Sponsoring organization
* Statement describing how conference is relevant to public health
* 3 original learning objectives for the applicant
* Documentation verifying that they have been invited to present (for presenter award applications only)

**Step 2: Requesting Reimbursement After Award Application Has Been Accepted**

After receiving notification from GSGA that they have been selected for an award, the applicant must then submit all required materials online no later than four weeks after the conference in order to receive reimbursement.

**Reimbursement package**

GSGA will not consider incomplete requests for reimbursement. Submit all materials listed in this section online.

* In a single upload, provide:
	+ Proof of payment (e.g. receipts) for all costs requested for reimbursement
	+ Verification of attendance (e.g. certificate or badge)
	+ A written recap of the conference reporting how the learning objectives were met (at least 100 words)
* Using the budget proposal submitted with the application, complete the spreadsheet with the actual itemized costs and upload separately.

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

Please contact GSGA with any questions: GSGA@sphmail.cuny.edu