**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).

# 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 the 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** 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 two weeks of the deadline).
* Please note that 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 the online manuscript.

# 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:

* 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.

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