**Professional Growth Award Guidelines**

**Graduate Student Government Association (GSGA)**

# Purpose

To support the professional growth of current CUNY SPH students while in pursuit of their graduate degree, GSGA will provide monetary awards (funded through collected Student Activity Fees) to matriculated students to reimburse costs for earning continuing education credits, taking certification exams, or other professional growth opportunities. Students may apply for awards up to $1500.

# Eligibility

To be eligible to receive the award, the applicant must be a matriculated student at CUNY SPH.

# Limitations

* Awards are available on a first-come, first-serve basis, and only as funding is available.
* GSGA professional growth awards may only be used to cover those costs not already covered by other awards or scholarships.
* An applicant may only receive this award once ever.
* Guidelines are subject to change.

# Application instructions

* Applicants must **apply for an award at least 2 weeks prior** to initiating the professional growth opportunity, but no more than 6 months in advance. After the application deadline, GSGA will review all applications and notify those selected for award by SPH e-mail (typically 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 professional growth activity. Please review thesection “Instructions for Requesting Reimbursement After Award Application Acceptance” for further details

# **Step 1: Applying for an Award**

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

* Name of professional growth opportunity event
* Link to event website
* Event start and end dates
* Event location
* Sponsoring organization
* Statement describing how conference is relevant to public health and how it will further professional growth (at least 250 words)
* Three original learning objectives for the applicant
* In a separate upload, provide budget proposal itemizing estimated costs for relevant expenses like registration, transportation, lodging, and meals using the budget form.

**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 activity in order to receive reimbursement.**

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

* 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 event 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