

Application Checklist

The application must include all of the following items (1-6). If you have any questions or need assistance with completing the application, please contact GPSA Chair of Awards at gpsa-awards@uidaho.edu

- 1. GPSA Publishing Award Application includes** (*Qualtrics filled out, student cover letter, letter from faculty, listing co-author, official copy of article abstract, and evidence of participation*). Every section on the application must be **COMPLETELY FILLED OUT**.
- 2. Student cover letter** (*one page maximum*). **Justify to the GPSA Travel and Publishing Committee why we should financially support your application.** This letter must be **SIGNED** and must address the following: A) a brief description of the paper, in lay terms, B) the journal in which it will be published, C) the anticipated publication date (if known), D) relevance (direct benefit) to applicant(s) **AND** the benefit to the University of Idaho, E) any additional funding applied for and/or secured for the publication of this work (departmental or otherwise). **Joint applicants may submit a single cover letter signed by all of those applying.**
- 3. Letter from your faculty advisor** or a member of your graduate committee on official department letterhead (*one page maximum*). This letter must be **SIGNED** and must address the following: **A)** describes the value of this article publication, **B)** other publication money available from the department, individual research grants, or professional association hosting or inviting the student's participation, and/or **C)** specifies money available for student publications. It is the responsibility of the applicant(s) to ensure the faculty letter covers **A-C**. **Co applicants with the same advisor may present a single faculty letter.**
 - a. If co-authors are applying jointly from the same department: **(1)** each must have student and signature pages: sections D-1, E-1 for first co-applicant, D-2, E-2 for additional co-applicants (reproduce p. 8 as needed), Department Support page (section F-1) needs to be filled only once.
 - b. If co-authors are applying jointly, but from different departments: **(1)** each must have individual student and signature page (sections D-1 and E-1 for first co-applicant, D-2 and E-2 for additional applicants), **AND** multiple Department Support pages: section F 1 for department of first co-applicant and any others in same department; F-2 for co applicants from additional departments. Reproduce pages 8 and 9 as needed.
- 4. For co-authoring students** making a joint application: **One department MUST agree to provide administrative support for payment transactions to the publisher and for the reimbursement of funds from GPSA*.**
- 5. An official copy of the article abstract** or summary of the work, which includes the names of **ALL** co-authors, not just the co-applicants
- 6. Evidence of acceptance for this work from the publisher.** In **ALL CASES**, applicant(s) name(s) **MUST** appear on the official confirmation letter. If publication HAS NOT yet occurred: a copy of letter confirming manuscript acceptance with tentative publication date (if known), or "acceptance with revisions" with further instructions, **AND** a work-up of the anticipated publications costs. If the publication HAS already occurred: a copy of payment confirmation **IS NECESSARY**. *Reimbursements for joint applications are made only to the supporting department

