



GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

PUBLISHING AWARD

Last revised March 2019

GENERAL INFORMATION

The purpose of the GPSA publishing award program is to assist graduate students with funding for publishing costs of their academic work, thus enhancing the ability of graduate students to successfully fulfill their graduation requirements. The publishing award is designed as a monetary source of last resort, available to those students unable to acquire funding through their departments, individual research grants, and/or professional societies. Preference is given to publications that maximize both the University of Idaho's visibility and the student's potential for professional development. The funding that GPSA can provide, if any, is not designed to cover total publishing expenses; therefore, applicants should to seek other sources of funding prior to making an application to GPSA.

ELIGIBILITY AND AWARD TERMS

Any current **University of Idaho** graduate student enrolled in at least one (1) credit at the University of Idaho is eligible for a GPSA publishing award, **unless the applicant's department is in default with the GPSA**. See attendance sheet at the GPSA VandalSync page (<https://orgsync.com/127242/chapter>) to check department status. **Students may apply once they have received a letter of acceptance (with or without revisions) and are eligible for up to one application deadline following actual publication.** Applicants enrolled during the spring semester shall be considered "regularly enrolled" through the last date of summer sessions. Participation in GPSA activities, including acting as a department representative, does not enhance or reduce the applicant's chance of receiving an award. Members of the committee are also eligible but cannot evaluate their own proposals. Students receiving a publication award may be asked to participate at future UI GPSA events. Please acknowledge the support of the GPSA in produced materials. Submitting an application does not guarantee funding.

Students are eligible for one travel award and one publishing award per fiscal year (July 1 to June 30). The maximum amount that may be awarded to any one student per publishing award from GPSA funds is currently **\$700**; the equivalent to the maximum award for national travel. Co-authoring students may make a joint application to leverage their award amounts together for a single publication. GPSA Travel and Publishing Award Committee will not consider separate applications to cover publishing costs for the same co-authored work. **Applicants who are making a joint application MUST secure administrative support from their department (or from one of the departments if student applicants are in different departments), for payment transactions to the publisher and for the reimbursement of funds from GPSA.**

The Travel and Publishing Award Committee reserves the right to lower successful applications by an equal percentage (no less than 70% of amount requested) to stay within budget. In the event that there are more successful applicants than money available in an award period, preference will be given to students who have not received prior travel or publishing awards. A lottery system is applied if eligible remaining applications still exceed the budget. Publishing award funds may be used to defray publication fees only. Eligible applications not selected may remain eligible for the next award period at the request of the applicant, provided that the application meets the criteria. Publishing costs are reimbursed only after the official publication date (see Reimbursement Procedure). **GPSA does not honor requests for advanced funds.**

SELECTION PROCESS AND NOTIFICATION

Students are eligible to apply once they have received a letter of acceptance (with or without revisions) and are eligible for up to one application deadline following actual publication. A student who does not receive a publishing award during the submitted grant period may revise and resubmit his/her publishing award application, provided it is within the application period set out above. **Joint applications will be considered for co-authored papers; co-authors may not apply individually for the same publication.** Applicants from a department in default, and incomplete applications (see Application checklist) will be rejected without further review. The committee will review applications and notify applicants of the outcome of their applications within three weeks of the publishing award application deadline. **All materials submitted become property of the GPSA;** application packets are not returned to applicants. *Make a copy of all submitted application materials for your own records.* Applicants wishing to appeal the committee's decision must contact the Travel and Publishing Awards Committee at gpsa-travel@uidaho.edu and send a formal cover letter within two calendar weeks from the application rejection notice explaining why the application should be reconsidered.

DEADLINES

There are six funding opportunities per academic year (July 1 to June 30). Application deadlines are as follows: **July 15th, September 15th, November 15th, January 15th, March 15th, and May 15th.** When the deadline falls on a weekend, school break, or holiday, applications are due at noon on the following working day unless otherwise publicized. Applications must be submitted to the GPSA drop box outside of room 201 Morrill Hall before 4:00 PM on the deadline date. *Off-campus students may submit their applications electronically by arrangement only.* GPSA will not be held responsible for applications that are mailed or delivered through inter-campus mail that are lost and do not reach the GPSA drop box in time. Applicants may email gpsa-travel@uidaho.edu to confirm receipt of packets.

REIMBURSEMENT PROCEDURE

All GPSA publishing awards are paid by reimbursement after the publication date. Reimbursement can only be made for direct publishing expenses. **Joint applications by co-authors will only be reimbursed through the supporting department; therefore, it is critical that the applicants secure administrative support from one of their departments prior to making the application.** Reimbursement is conditional on original receipts and proper documentation. In case of co-funding, applicants need to present original receipts not covered by the additional funding source. Receipts for reimbursement must be turned in **within sixty (60) days** after the publication date. Upon receiving a publishing award and actual publication, fill the Reimbursement Form (found on GPSA VandalSync page <https://orgsync.com/127242/chapter>). **Submit original receipts with the GPSA Publishing Reimbursement Form to Laurel Meyer (laurelm@uidaho.edu) in Commons 302G.**

Application Checklist

The application must be **TYPED (except where noted otherwise) & all application materials must be **STAPLED** in the following **ORDER**:**

1. GPSA Publishing Award Application Form (*nine pages*) (*starting with the GPSA Publishing Grant Summary*). The form for the **current academic year** must be used. Before filling out your application, review pages 1-3 of this application packet.
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 applicant(s) responsibility 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**.
 - a. **Reimbursements for joint applications are made only to the supporting department**

GPSA Publishing Award Application Form**GPSA Publishing Grant Summary**

***Section to be filled out by applicant(s); Must be typed
May be reproduced if more than 2 co-authors are applying***

Name (1st co-author applying):	Department:
Type of degree: Master Ph.D. Other (specify):	
Name (2nd co-author applying):	Department:
Type of degree: Master Ph.D. Other (specify):	
Department providing administrative support – <i>mandatory for joint applicants</i>; single applicant enter "NA" if none	Department:

(Section below to be filled out by GPSA officials only)

Date Reviewed:		
Did the applicant(s) receive an award?	YES	NO
If NO, reason:		
If YES, how much was awarded?	\$	

Reviewed by:	Date:
Reviewed by:	Date:

GPSA Travel and Publishing Award Chair:	Date:
GPSA President or Vice President:	Date:

Publishing Award Application Form

Submit the completed GPSA Publishing Award Application *before 4:00 pm*
to the GPSA drop box:

201 Morrill Hall

-OR- by mail (application must be received before deadline):

**GPSA – Travel Awards Committee, University of Idaho
875 Perimeter Drive, MS3004, Moscow, Idaho, 83844-3004**

A. Publication information [**Must be typed**]

Author(s) of submitted article (please list **all** co-authors, in order that they will appear, even if they are not participating in this grant application):

Title of submitted article:

Publishing Journal:

Please fill most appropriate answer.

(Check box)

Anticipated publication date (else "unknown")

Manuscript accepted for publication

Manuscript accepted with revisions

Published

B. Budget Information [**Must be typed**]

Category	Amount (\$)	Details; please break out per-page and illustration costs, if known, for publishing this article
Publication Cost	\$	
Funds secured from other sources	\$	Including but not limited to departmental funds, or society support (section F); and describe in student and faculty letters
Total expense	\$	← Subtract the funds secured from the publication cost

C. Funding Request [**Must be typed**] --

Up to \$700 per applying author or co-author

Dollar amount should not exceed last row of section B

\$

Use D-2 and E-2 (p. 9) for additional co-authors who are applying jointly

D-1. Personal Information – applicant: author or co-author # 1 [Must be typed]	
Applicant Name:	E-mail (@uidaho or @vandals.uidaho only):
Department:	Your dept. GPSA representative:
Department Chair:	Phone number:
Major Advisor:	Phone number:
Department Administrative Assistant:	Phone number:
Have you ever received a GPSA travel or publishing award before? Yes No	
If yes, list month & year of the most recent GPSA travel or publishing awards received:	
1.	2.
3.	4.

E-1. Acknowledgement/Verification [Note: Section E can be handwritten]	
By SIGNING below, we certify that _____ is a graduate student in good standing at University of Idaho Furthermore, we guarantee that, to the best of our knowledge, the information provided in this publishing award application packet is correct. (All signatures are required for consideration for the GPSA publishing award.)	
Applicant:	Date:
Major Professor:	Date:
Signature of Department Chair or Administrative Assistant:	Date:
Print name of signing Chair or Admin. Assistant:	Phone number:

If co-authoring students presenting a joint application are in same department, then this may be filled just once for all of the students. Co-authoring students from different departments must present a copy from each participant department (use F-2).

F-1. Declaration of Funding from Department and other sources

Due to limited resources, the GPSA publishing awards should be considered **a monetary source of the last resort**. It is not intended to subsidize or reimburse a department for graduate student publishing fees, nor is such funding intended to reimburse project funds of individual faculty members within a given department. **It is the student's responsibility to disclose secured and non-secured funding sources to the Department Chair.**

[Section F can be handwritten]

Department Chair, please check appropriate box(es) and fill amounts:

	The GPSA award applicant will NOT receive any funds from or through your University department.
	The applicant can expect to receive matching department funds in the following amount: \$ _____ or _____ % match with the GPSA award.
	The applicant has received funding regardless of GPSA funding from the following source(s) for the amount(s) provided (<i>including but not limited to society support</i>): Source: _____ Amount in \$: _____ Source: _____ Amount in \$: _____
	The applicant(s) have applied for funding (not yet secured) from the following source(s) for the amount(s) provided (<i>including but not limited to society support</i>): Source: _____ Amount in \$: _____ Source: _____ Amount in \$: _____

NOTE: ONE department MUST agree to provide administrative support to co-authoring joint applicants. Single applicants may cover their publication costs and request directly, but departments are encouraged to provide administrative support to them as well. GPSA will make reimbursements directly to the supporting department.

Department name:

Student name(s):

This Department will be providing the administrative support: _____ YES _____ NO

Signature of Department Chair:

Date:

D-2 and E-2 are for additional co-authors applying jointly; duplicate page as needed

D-2. Personal Information – applicant co-author # 2 [Must be typed]	
Applicant Name:	E-mail (@uidaho or @vandals.uidaho only):
Department:	Dept. GPSA representative:
Department Chair:	Phone number:
Major Advisor:	Phone number:
Department Administrative Assistant:	Phone number:
Have you ever received a GPSA travel or publishing award before? Yes No	
If yes, list month & year of the most recent GPSA travel or publishing awards received:	
1.	2.
3.	4.

E-2. Acknowledgement/Verification [Note: Section E can be handwritten]	
By SIGNING below, we certify that _____ is a graduate student in good standing. Furthermore, we guarantee that, to the best of our knowledge, the information provided in this publishing award application packet is correct. (All signatures are required for consideration for the GPSA publishing award.)	
Applicant:	Date:
Major Professor:	Date:
Signature of Department Chair or Administrative Assistant:	Date:
Print name of signing Dept. Chair or Admin. Assistant:	Phone number:

F-2 is for additional co-authors applying jointly, but who are in different departments. Co-authoring students from different departments must present a copy from each participant department. This page may be duplicated as needed.

F-2. Declaration of Funding from Department and other sources

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	The applicant(s) have applied for funding (not yet secured) from the following source(s) for the amount(s) provided (<i>including but not limited to society support</i>): Source: _____ Amount in \$: _____ Source: _____ Amount in \$: _____

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Department name:

Student name(s):

This Department will be providing the administrative support: _____ YES _____ NO

Signature of Department Chair:

Date: