

## **Application Checklist**

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

- 1. GPSA Publishing Award Application Form** (*six 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 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.**