Department of
Community Sustainability

GRADUATE OFFICE FELLOWSHIP (GOF) FUNDS
SPRING-SUMMER 2023

Deadline: 5:00 p.m., Wednesday, February 1, 2023

This semester the Department of Community Sustainability again has a limited pool of Graduate Office Fellowship (GOF) funds available for CSUS graduate students. The purpose of this fund is to help students cover a portion of expenses related to professional development and education enhancement. The funds may be used for expenses related to spring 2023 and summer 2023 semesters (January 1, 2023 – August 25, 2023). You may apply for a fellowship to cover expenses for activities completed any time during this time frame, including retroactively to January 1, 2023.

Students can apply for these fellowship funds to cover:

1. research or project expenses directly related to your thesis, dissertation, or Plan B project;

2. expenses associated with attending professional seminars, workshops, or trainings (on and off campus, or virtual); or

3. travel expenses to present your research/project at conferences.

> NOTE: No emergency funding requests will be reviewed with these applications.

How funds will be allocated:

1. Fellowship funds will be awarded based on the number of eligible proposals received and the funds available.

2. The grant is awarded as a fellowship; funds are deposited directly to your student account.

3. The student *must* be enrolled during SPRING 2023 (and funds *must* be used by the student during SPRING 2023 or SUMMER 2023).

4. Grants are intended to cover a portion, rather than all, of the funds identified in student budgets; therefore, applications should include the entire budget for activity or purpose, including line-item breakdown of costs (see allowable uses identified in #1-3 in section above).

5. Awarding of fellowships will depend on the number of complete applications that meet all criteria (see previous and next sections) and are received by the application deadline.

6. The GACC will always try to provide some funding to ^æ&@eligible applicant rather than favoring single applicants.

Application process, deadline, and criteria:

1. Each applicant must be a graduate student in good standing in the CSUS Department.
   (Good standing includes: submitting annual assessments and RCR training documentation on time [if due]; submitting timely reports on previous scholarships and fellowships (including GOF); having a committee & having a signed Program Plan filed [if due, based on your program start date]; making adequate progress on degree; maintaining GPA of 3.0 or higher; no violations of scholarly ethics or University policies.)

2. Submit your COMPLETE application (including all components) to Marsha Edington (edington@msu.edu) no later than **5:00 p.m., Wednesday, February 1, 2023**. All application materials should be submitted at the same time, in one file (PDF), and in the order listed.

   a. **Complete the application** *(page 3* of this document) plus a one-page proposal ("b" below), a one-page itemized budget ("c" below), and faculty statement of support ("d" below).

   b. **Write a one-page proposal, making sure to include:** proposed plan for using the funds, evidence as to how it would support your academic program plan and professional goals, and a statement about your involvement in CSUS Department and/or other community activities.

   c. **Include a one-page (or less) itemized budget identifying expenses for your entire proposed activity**, being specific about how the money will be used. This will help the committee decide which 'part' of the expenses to support. Be sure to provide a list of other funding sources from which you have received funds or from which you are seeking funds for this activity or purpose (i.e., matching funds).

   d. **Obtain a short statement of support from your advisor with his/her digital signature.**
   Ù˘ &&^•• ˜ |Ǻapplications include support letters that help make the student's case for the GOF ⌐^||[˛ • @˛ Ábased on the criteria described above. Letter should be submitted WITH the application.

   > **REQUIRED: Student Report on How Funds Were Spent**:
   > Each recipient of GOF funds shall, within *one month* of completing the funded activity, submit a written report describing the activities and the ways in which their professional development and academic program benefited from use of these funds. These reports should be submitted to the GACC via the Graduate Secretary, Marsha Edington (with a copy submitted to the student's academic committee chairperson/advisor).

Preference will be given to:

- students who are involved in CSUS Department community activities, or other communities around the university or beyond;
- students who have not received funding in the past from GOF funds, or who have not received a "degree program lifetime" cap of $2,000.

How decisions will be made:

Individual members of the Graduate Affairs and Curriculum Committee (GACC) will review each application for relevance based on all the criteria above. GACC as a group then will allocate funds to applicants meeting eligibility criteria, based on requests and equitable distribution. Should formal voting be needed on any specific issue related to a specific student, a GACC member who is an advisor to that specific student must abstain from voting on his/her own advisee.

Department of
Community Sustainability

GRADUATE OFFICE FELLOWSHIP (GOF) APPLICATION
SPRING-SUMMER 2023
Combine all application documents in one PDF file PRIOR to any digital signing.

Student Name: _____ Event Dates: _____ Email: _____

Current GPA: _____ Advisor: _____ MS-A, MS-B, or PhD: _____

Starting Semester/Year: _____ Expected Graduation Semester/Year: _____

Submitted: RCR form/docs for 21-22   Annual Assmt for Â€21   Program Plan Submitted

(if due for you)   Due? Yes   No   Due? Yes   No   Due? Yes   No

  (Check "Due" box if due for you. All RCRs/AAs are due. Check "Yes" or "No" circle for EACH to indicate if submitted-*IF DUE*)

GOF Funds Received Previously, during pursuit of your current CSUS/STPAM degree (if any):

Purpose of Funds	Semester/Year Received	Amount Received	Post-GOF Report Submitted
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No

Proposed Plan for Using the Funds (attach to this cover page)

  Write a one-page proposal, making sure to include:

  i. proposed plan for using the funds;

  ii. evidence as to how it would support your academic program plan and professional goals; and

  iii. a statement about your involvement in community activities in the CSUS Department, at the University, or beyond.

Itemized Budget (attach to this cover page)

  Provide a budget proposal, to include:

  i. itemized list of all expenses for your proposed activity or purpose;

  ii. amount of funds requested; and

  iii. list of other funding sources from which you have received funds, or from which you are seeking funds, for your proposed activity or purpose.

_____
Student's Signature

_____
Advisor's Signature
(must also provide/attach statement of support, see Item 2d of GOF application requirements, page 2 of this document)

Please submit application and supporting materials by **5:00 p.m., Wednesday, February 1, 2023** to:

  Marsha Edington*, CSUS Graduate Secretary*
  Room 145 Natural Resources Bldg.   *edington@msu.edu*   *517-432-0275*