



## Graduate Student Association Publication Grant Application

### Complete this form to apply for a Publication Grant (may include editor, publication fee, etc.)

The form should be filled out completely and to the best of your ability.

Incomplete applications will not be reviewed and, given the volume of applications received, students will not have an opportunity to correct applications.

*Applications are not complete until this form is submitted and the applicant emails any and all required forms, as instructed in the application.*

Follow academic conventions for grammar and citations.

Ensure that you pay attention to and sign the Terms and Conditions at the end of the application.

Applications will be ranked for funding on the basis of a rubric that requires reviewers to evaluate the impact of the event on the applicant, the completeness of the application, and the quality of the written content (including clarity, grammar, and impact) of the written portions of the application.

**If you need information, contact the applicant**

First and Last Name

Last 4 digits Bear ID

UNC Bearmail address

(do not use first.last@unco.edu or personal email address)

U.S. Mailing Address (city, street, state, and zip code)

College

Academic program (include degree level and program name)

Faculty Advisor or Research Advisor

Optional: Primary Campus Location

**Please explain why publishing is essential to your academic or professional development and why you require funding.**

**Please provide information about your publication funding request.**

Journal or book title publication was or will be submitted to:

Journal or publisher's website with URL:

Date of article or chapter submission (MM/DD/YYYY):

Article or chapter title:

First author (publication grants are for first authors only):

Additional authors (enter first and last name of all other authors. Enter N/A if sole author):

Faculty advisor for this published piece:

Link to article or chapter if already published:

**In no more than 300 words, explain your research. Imagine you are explaining the importance of your research to someone outside your discipline. Limit jargon and focus on importance and impact. Include information about:**

Methodology

Important findings

Implications or applications of your research

Who would benefit from the topic of your publication?

**If you are publishing in a journal, tell us about the journal.** Is this journal respected in your discipline? Do people in your discipline read it? What impact might publishing in this journal have on your profile as a scholar?

**Complete the following budget of anticipated costs related to your publication.** Include the total amount requested for this grant. Please note that most grant cycles cap the award amount at under \$1,000. The total that any student may receive in any fiscal year for all grants is capped at \$2,000. GSA publication grants can be used to cover copy editing and other publication costs. *Grants do not cover food (per diem) or mileage because these expenses are considered financial aid and can impact a student's financial aid package.*

Itemized Expense (example)	Expected cost (example)	Requested Itemized Expense	Requested Cost
Copy editing	\$250		
Publication expenses	\$250		
Total	\$500		

**Students applying for grants must be enrolled in courses.** Exceptions are made for those who have completed all course credits required for their degree but are still completing their thesis, scholarly project, or dissertation. Will you be

enrolled in course credits during the semester in which this conference, research, professional development, or publication work takes place?

Yes

No

No, I completed all course credits required for my degree prior to completing my thesis, scholarly project, or dissertation.

**Download a copy of the [Student Gifts, Prizes, or Awards Recipient Information Form](#).**

**Fill out the following:**

Name

Bear ID #

Address

City, State, Zip Code

Purpose/Description: Write a brief description about the project/travel/publication/professional development this grant request is for.

Was this required for a course/program at UNC?

**Grant applications will not be reviewed until we receive this form.** Save this PDF form as `Firstname_Lastname_giftform`. Send the completed PDF form as an attachment to [gsa@unco.edu](mailto:gsa@unco.edu). *Do not insert this form into the grant application document because GSA must forward the form to the Office of Financial Aid.*

### **Terms and Conditions: Signature Required**

I understand that all communication with GSA, Graduate School, Financial Aid, and University Accounting Office staff should be professional in tone. If I am hostile, rude, demanding, or threatening in my communication with GSA leaders or any UNC staff member, the GSA advisor will contact my advisor and, depending on severity, file a complaint with the Office of Community Standards. At the discretion of GSA, my award may be withdrawn and I may be prohibited from applying for other GSA grants for up to two fiscal years.

I understand that the GSA grant application process is competitive and that the application review process includes screening applications for incomplete or incorrect entries, errors, and missing documentation. *Incomplete applications will not be reviewed.*

I understand that if my project is funded, I must disclose that the “University of Northern Colorado Graduate Student Association” contributed funding toward my research in all publications and/or presentations of my research. Failure to do so may result in suspension of my privileges to participate in the GSA grant process.

