

# The Graduate Student Government Conference Presentation Grant (GSG CPG)

## What is the GSG CPG?

CPG promotes professional development by providing financial support to **partially defray** costs for paper/poster presentations at academic conferences.

## Who can apply?

Any full-time graduate student (regardless of number of semesters completed) who has **paid the annual activity fee** of \$72 and who will be presenting a paper/poster at a conference.

## Restrictions

- The funding supports only conference paper/poster presentations. Workshop participations, job interviews, and attending a conference without presenting a paper/poster are not eligible for this funding.
- A student can apply multiple times for this award during their time as a grad student at Notre Dame. But one student can apply **only once per academic year**.

## What is the amount typically awarded?

\$250 is awarded to an application of average quality. Award amounts range from \$100-\$500.

## Who are the Reviewers?

We have four graduate students; from Humanities, Social Sciences, Engineering, and Physical Sciences.

## How to Apply for GSG CPG

- Visit <https://gsg.nd.edu/resources/gsu-conference-presentation-grant/>
- Fill out the application form
- Upload an Event Proposal (max. 1000 words)
- Upload a Budget Overview
- Upload the conference program, if available, highlighting your session

### Deadline

- Applications must be submitted by the **first of the month** preceding the conference month. For example, for a conference on June 15th, the application is due to the CPG by May 1st at the latest. Applications for this conference could be submitted for review as early as March 1st.
- Applications are reviewed up to three months before the conference.

# What Should the Event Proposal Contain?

- Type of your presentation: paper or poster or roundtable, etc.
- Description of the research that you will be presenting at the conference
- Description of the conference and how it is relevant to your research
- Networking plans

## Evaluation Criteria

- The research description should be **comprehensible to a broad scholarly audience**
- **Paper presentations are prioritized over poster presentations**
- How does the conference fit with your career trajectory? Why this conference at this time?
- What are your future plans with the paper? Are you going to revise it as a journal article? Is it going to be part of dissertation?
- Concrete networking plans: have you scheduled appointments with specific scholars? Are you going to meet with future employers or potential collaborators? **Mentioning the name of the keynote speaker is not enough.**

# What Should the Budget Contain?

- An itemized list of expenses written out in a tabular format
- **Screenshots and other documentations for expenses**

## Evaluation Criteria

- Demonstrable attempts at frugality are highly appreciated.
  - Examples: sharing an airbnb with other participants rather than booking the conference hotel; taking public transport, utilizing early bird registration rates
- Including screenshots for each expense item
- Applying to other internal and external funding sources
- Accurately calculating the  $\frac{1}{3}$  **per diem rates**
- **No ambiguous expenses**
  - Example: Budgeting for seven days for a three-day conference
- Do not include membership fees or poster printing fees

## Tips

- Consult the CPG rubric on the website

<https://gsg.nd.edu/assets/401757/cpg.rubric.pdf>

- Consult the sample budget overview

[https://gsg.nd.edu/assets/406186/cpgs\\_sample\\_al2.pdf](https://gsg.nd.edu/assets/406186/cpgs_sample_al2.pdf)

## Reapplication

- You are welcome to re-apply for the same conference if you are not awarded funding **AND** if your conference is more than a month away (i.e for a conference in June you can only reapply up to May 1<sup>st</sup>). We strongly recommend that you visit the Grants and Fellowships Office before you submit a revised application.
- **If you decline the funds, you are eligible to re-apply during the same academic year for a different conference.**

## Contact

- For more information email [gsu@nd.edu](mailto:gsu@nd.edu) or Laurie Hesch ([lhesch@nd.edu](mailto:lhesch@nd.edu))