**Graduate Office Fellowship (GOF) Procedures and Priorities, 2020-2021**

**Policies and Priorities**

*Purpose:* GOF monies are provided by the Graduate School to the Department (via allocation by the College of Social Science) to support graduate training. Priorities are set by the Graduate Program Director of the Department. All awards are subject to approval by the College of Social Science and the Graduate School and must adhere to MSU policies. The Graduate School will NOT approve funding for any travel using GOF requests, as MSU-sponsored travel is currently suspended.

*Timing:* GOF funds are typically available for requests between mid-September through mid-March. These funds are used to support graduate student research and professional activities across the entire year (Fall, Spring, and Summer semesters). Funds cannot be allocated btw mid-March and mid-September, so awards to support activities over the late spring and summer must be placed prior to mid-March.

*Priorities and considerations:* GOF monies will be used to materially support scholarly development of graduate students in the Department. Because funds are limited, they are allotted according to specified criteria. Priority is determined by three criteria: 1) the fit between the request and the identified target activities/investments; 2) the student’s standing in the program – both year since enrollment and academic standing; and 3) the student’s history of GOF funding. To maintain a consistent level of support for all our students in subsequent years, the Department will be evaluating the effectiveness of our previous targets and making new investments to maximize the benefits produced by GOF support.

2020-2021 target investments

* Highest priority = material support for conducting student-driven research [e.g., questionnaire rights, participant payment, materials, purchasing access to data, etc.]; highest priority to funds supporting dissertation and MA research projects, followed by matching funds for students applying for CSS or Graduate School research awards, followed by other student-generated research. GOF funds cannot be allocated to support faculty generated research.
* Lower priority = conference fee costs will only be considered for virtual conferences, as no money will be allocated to travel. Highest priority among these will be for students presenting paper(s) at a major professional conference, followed by students presenting a poster at a major professional conference. The Associate Chair will review each student’s history of requests and travel support funding will be prioritized for students whose cumulative travel support allocation is lower.
* Lowest priority = costs of attending virtual workshops (research or professional development)

Student standing

* Students are eligible for priority GOF support during years 1-5 of the program. Students must be in good academic standing to be eligible for support, as determined by the Associate Chair for Graduate Studies based on annual report and milestone completion records.
* Students in year 6+ of the program may be considered for GOF support if they are in good academic standing as determined by the Associate Chair for Graduate Studies based on annual report and milestone completion records.
* GOF funding for students in year 6+ in good academic standing will be considered primarily for requests for direct material support related to the completion of dissertation research. Other request types will be a low priority for students in years 6+, absent compelling justification.

Student history of GOF funding

* All GOF allocations are recorded by the Office of Graduate Studies. All else being equal (i.e., requests of similar amounts, for the same investment; students all in good standing), students who have cumulatively received more GOF funds in past cycles will be lower priority than those who have received less GOF support.

*Procedures and documentation:*

To begin the request process, FIRST please initiate the GOF via the Grad Portal at psychology.msu.edu. Requests submitted via email cannot be considered. Include your name, the total amount requested, and the timeline (when the funds would need to be delivered) in the request. You must include the following documentation for any request in your Grad Portal submission: 1) a rationale for the request (what you are asking for, how it contributes to your professional and research development); 2) a detailed budget with cost estimates or invoices/receipts; 3) if for a research project, proof of IRB approval for the project to which funds will be allocated; 4) if for virtual conference, documentation that your presentation/paper/etc. has been accepted for the conference.

SECOND, please fill out the MSU google form. This is required so that we can sort and track all requests in tandem.

Here is the link for providing detailed pre-award request information:

<https://forms.gle/5HBVnRMxugqKMDfU7>

Requests will only be considered between September 15, 2020 and March 15, 2021.

Requests are processed as fellowships. In order to prevent inadvertent issues with student financial aid, the Department must be able to provide the Office of Financial Aid detailed information about the expenses associated with the GOF fellowship monies. To that end, all GOF requests must include specific information regarding expenses and after the funds have been used for the approved purpose, students must submit a post-award report with documentation of expenses for accountability. The post-award report must be submitted via the Grad Portal within 15 business days of the funds being depleted (i.e., the expenses detailed in the request are incurred) OR 90 days after the GOF funds were allocated to the student, whichever comes first. Failure to submit post-award reports makes students ineligible for subsequent GOF requests until prior allocations are properly documented.

Here is the link for providing detailed post-award request information:

<https://forms.gle/bueHK6wGPmdhcAhp6>