

Graduate Student Association Handbook

Graduate School of Biomedical Sciences
Medical College of Wisconsin

Amended December 5, 2019

Graduate Student Association Handbook
Table of Contents

Constitution of the Graduate Student Association	3
Graduate Student Association Offices & Standing Committees	9
General Timeline of Events and Planning	14
APPENDIX A	
Graduate Student Conference Education Fund Policy.....	18
Graduate Student Conference Education Fund Application	23
APPENDIX B	
The Kayoko Ishizuka Award for Presentation at International Conferences Policy.....	24
The Kayoko Ishizuka Award for Presentation at International Conferences Application	25
APPENDIX C	
The Guy Berst Memorial Training Award for Advancing Scientific Training Policy.....	26
The Guy Berst Memorial Training Award for Advancing Scientific Training Application.....	27

Constitution of the Graduate Student Association
Graduate School of Biomedical Sciences, Medical College of Wisconsin

I. Title

The Graduate Student Association of the Graduate School of Biomedical Sciences,
Medical College of Wisconsin

II. Purpose

- A. To provide a democratic form of self-government by and for the graduate students of the Graduate School of Biomedical Sciences;
- B. To provide a mechanism for voicing collective graduate student opinions to the faculty and administration of the Graduate School of Biomedical Sciences;
- C. To aid in disseminating information to graduate students;
- D. To promote and encourage fellowship among graduate students.

III. Structure

- A. **Membership** of the Graduate Student Association is composed of all degree seeking students in programs administered by the Graduate School of Biomedical Sciences.
- B. The **Representative Council** of the Graduate Student Association is composed of the following:
 - 1. The **Officers** of the Representative Council:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Historian
 - 2. One **Program Representative** from each degree granting program and interdisciplinary program of the Graduate School of Biomedical Sciences.
 - 3. The **Student Assembly Representative** from the (Medical) Student Assembly
 - 4. The **Student Assembly Representative** from the (Pharmacy) Student Assembly
 - 5. **Medical Scientist Training Program (MSTP) Representative:**
 - a. Upon mutual agreement between the (medical) student assembly and the graduate student association, a student seeking both MD and Ph.D. degrees will be elected by the MSTP students to serve as a liaison between the two groups in addition to the existing representatives from each organization.

- b. The Representative must have partially completed the MD degree program and currently be in the Ph.D. program.
6. **The Advisory Board:**
- a. One Faculty Advisor elected by the Representative Council
 - b. One Faculty Advisor appointed by the Graduate Studies Council
 - c. The Director of Enrollment for the Graduate School
 - d. Any other advisors elected by the voting members of the Representative Council
 - e. Administrative Staff on Enrollment Team

IV. Responsibilities

A. President

- 1. To vote as a member of the Representative Council.
- 2. To serve as liaison between the Graduate Student Association and the Administration and Faculty.
- 3. To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
- 4. To call and run the meetings of the Representative Council.
- 5. To create standing committees of the Representative Council and designate their chairs.
- 6. To create ad hoc committees of the Representative Council and designate their chairs.

B. Vice President

- 1. To vote as a member of the Representative Council.
- 2. To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
- 3. To serve as the Graduate Student Association's representative on the (Medical) Student Assembly.
- 4. To fulfill the President's responsibilities in the President's absence or as required by the President.

C. Treasurer

- 1. To vote as a member of the Representative Council.
- 2. To act as liaison between the Representative Council and the Business Manager of the Graduate School of Biomedical Sciences.
- 3. To keep record of financial transactions and to present a written financial status report of GSA accounts at each GSA meeting.
- 4. To serve as the Graduate Student Association's representative to the MCW Faculty Council.

D. Secretary

1. To vote as a member of the Representative Council.
2. To record and disperse minutes of the Representative Council meetings.
3. To participate in and/or chair public relations activities of the GSA.
4. To serve as the Graduate Student Association's representative to the MCW/Marquette Medical Alumni Association.
5. To help with the GSA monthly newsletter

E. Historian

1. To vote as a member of the Representative Council.
2. To coordinate social activities for all the Graduate Students.

F. Program Representatives

1. To vote as members of the Representative Council.
2. To represent their respective program's interests on the Representative Council.
3. To make themselves available to chair or serve on standing and ad hoc committees of the Representative Council.

G. Student Assembly Representative

1. To vote as a member of the Representative Council.
2. To represent the (Medical) Student Assembly's interests on the Representative Council.
3. To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

H. Pharmacy School Representative

1. To vote as a member of the Representative Council.
2. To represent the PSA's interests on the Representative Council.
3. To act as a liaison between PSA and GSA.

I. Medical Scientist Training Program Representative

1. To vote as a member of the GSA Representative Council.
2. To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

J. Advisory Board: non-voting members of the representative council

Elected Faculty Advisor

1. To provide the viewpoint of the faculty of the Graduate School of Biomedical Sciences.

Appointed Faculty Advisor

1. To provide the viewpoint of the Graduate Studies Council.

Director of Enrollment

1. To provide the history and policy of the Graduate School.

V. Election Procedures

A. Nomination

1. All members of the Graduate Student Association that have completed 2 years in a degree granting program administered by the Graduate School of Biomedical Sciences are eligible for election to Officer positions.
2. All members of the Graduate Student Association are eligible for election to Program Representative of their respective program.
3. Members of the Graduate Student Association will nominate candidates for the positions of the Officers and Program Representatives of the Representative Council.

B. Election of Officers

1. Persons accepting nomination for an Officer position will be put on a ballot and a general election held, in which all Graduate Student Association members are eligible to vote.
2. The new Officers (President, Vice President, Treasurer and Secretary) are the top vote recipients for each position.

C. Election of Program Representatives

1. Each program holds an election concurrent with the Officer election, in which all degree seeking or interdisciplinary students of that program are eligible to vote.
2. The new Program Representatives are the top vote recipients in each department.

D. Appointment of the Student Assembly Representative

1. The (Medical) Student Assembly appoints one Representative to represent their interests in the Graduate Student Association.
2. The (Pharmacy) Student Assembly appoints one Representative to represent their interests in the Graduate Student Association.

E. Election of Advisory Board members

1. The Faculty Advisor is elected by the Representative Council.
2. The past President is elected by the Representative Council from among all available previous presidents of the GSA.

3. Any other advisors are elected by the voting members of the Representative Council.

F. Appointment of Additional Advisory Board Members

1. A Faculty Advisor will be appointed by the Graduate Studies Council.
2. The Director of Enrollment will be appointed to the Graduate Student Association.

G. Timing of Elections

1. The newly elected Representative Council will assume their respective offices on June 1.
2. The term of office for all Representative Council positions is one year.
3. There are no term limits on offices.

VI. Impeachment & Replacement

- A. Impeachment of a member of the Representative Council is to be initiated by a member of the Representative Council, except that impeachment of a Program Representative is to be initiated by that Representative's program and may be carried out by a vote of all students in that program.
- B. After the call for impeachment has been seconded, the officer under impeachment will leave the meeting room.
- C. The vote on impeachment will take place no sooner than one week after the call for impeachment but no later than the time needed to collect all material evidence after the call for impeachment.
- D. A 2/3 majority vote is needed for impeachment.
- E. All voting members of the Representative Council will vote.
- F. If a 2/3 majority is reached in the vote for impeachment the action is immediate. The impeached officer will turn over all the material related to their former position. If a 2/3 majority is not reached the matter is to be dropped.
- G. If an officer position is vacated for any reason during a term, this position will be filled by a Program Representative who is elected by the voting members of the Representative Council.
- H. The newly elected officer will fulfill all obligations of their new position until that position comes up for reelection.

- I. If a Program Representative position is vacated for any reason during a term, this position will be filled by a new Program Representative that is elected by the graduate students of the program / department.

VII. Meetings of the General Memberships

- A. Meetings of the Graduate Student Association will be called twice per year, or more often as necessary.
- B. Any member of the Graduate Student Association may request through an elected representative that additional meetings be held.

VIII. Amendments to the Constitution and Bylaws

- A. Any Graduate Student Association member may submit a proposed Graduate Student Association Constitution amendment.
- B. Proposed amendments shall be submitted in writing to any member of the Representative Council for presentation at a general meeting.
- C. Proposed amendments will be distributed to the Representative Council at the next council meeting.
- D. Public posting will be made of the current and proposed amendment in each degree granting department or division within Graduate School of Biomedical Sciences.
- E. Representative Council must vote on proposed amendment no sooner than 21 days and no later than 60 days following distribution at the Representative Council meeting.
- F. All voting members of the Representative Council must cast a vote.
- G. A 2/3 majority vote is needed for ratification.

Graduate Student Association Offices & Standing Committees

All members of the GSA representative council must serve on at least one standing or ad hoc committee. Committee assignments are made at the first meeting of the newly elected council. GSA Representatives are responsible for contacting the chairperson of their respective committees and attending all meetings of their committees. Representatives also report activities and proposals of their respective committees during the monthly GSA meetings. Descriptions of the different committees are listed below:

1. Academic Standing and Welfare Committee: This committee is organized and run by the Graduate Studies Council, and it meets as needed. The committee shall make recommendations to the Graduate Studies Council on matters concerning student welfare and shall guide students on academic probation. The committee shall be comprised of two (2) faculty members elected by the Graduate Faculty (3-year term), two (2) faculty members appointed by the Dean of the Graduate School (3-year terms), and a graduate student member identified by the Graduate Student Association (1-year term).
2. Assessment Oversight Committee: This committee was organized in order to ensure MCW meets the requirements for our upcoming accreditation evaluations. This committee is comprised of the President and all the Deans of the College. One GSA representative serves on this committee. **One of the GSA officers fills this position.**
3. Awards Committee (including Mentor, Teacher, and Travel Awards & Write/Phone-A-Thon): This committee is organized and run by the Graduate Studies Council (GSC), and it meets as needed via e-mail. One GSA member serves on this committee; this representative also organizes and runs the Mentor/Teacher-of-the-Year Awards Committee of the GSA, approves all travel award applications, and helps organize the write/phone-a-thon. Its official description is “The committee shall review all student applications for travel awards to scientific meetings and award monies as funded by the Friends of MCW and the Graduate Student Travel Fundraiser. The committee shall also review and award monies for poster submissions at the Annual Poster Session. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3-year terms), three (3) faculty members appointed by the Dean of the Graduate School (3-year terms), and one graduate student member identified by the Graduate Student Association (1-year term).”
4. Big-Sib/Little-Sib Program: The IDP/NDP representatives organize and run this committee. The responsibilities include finding Big Sib volunteers, matching the Big Sibs with Little Sibs, and working with the Social Coordinator to plan informal social events. The elected reps should refer to the section of the GSA Handbook that pertains to this program for further details.
5. Bookstore Committee: This committee is organized by the President’s Office, and it meets as needed. The representative will provide feedback and suggestions as needed to improve the student experience at Matthews MCW Bookstore. One GSA member serves on this committee with two medical students.

6. Commencement Committee: This committee is organized and run by the President's Office, and it meets regularly in person. This committee is responsible for the selection of honorary degree recipients, keynote speakers, and arrangements for ceremonial proceedings for the graduate and medical school commencement ceremony. One of the officers serves on this committee.
7. Council for Woman's Advocacy: This committee meets monthly. This committee discusses and addresses the needs and concerns of the female faculty, students, and staff of MCW. The GSA representative usually serves on this committee and also serves on the Women In Science committee.
8. Course Evaluation Committee: This committee is organized and run by the Graduate Studies Council, and it meets in person a minimum of 3 times a year. Representatives are required to participate in the evaluation process. Its official description is "The committee shall review course evaluations completed by the student at the end of each term. This committee is also responsible for triennial course reviews. The committee shall be compromised of four (4) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student member identified by the Graduate Student Association (1 year term)."
9. Curriculum & Program Committee: This committee is organized and run by the Graduate Studies Council, and it meets by email. Its description is: "The committee shall review all courses and programs, including certificate programs, proposed as new offerings of the Graduate School. The committee shall recommend to the Graduate Studies Council acceptance, modification, or rejection of the proposed courses and/or programs. Approval by the committee shall be the first step toward accreditation of new programs. The committee shall be compromised of three (3) faculty members elected by the Graduate Faculty (3-year terms), three (3) faculty members appointed by the Dean of the Graduate School (3-year terms), and one graduate student member identified by the Graduate Student Association (1-year term)."
10. Diversity and Inclusion Committee (DIAC): This committee meets periodically to develop comprehensive strategies to facilitate equal opportunity and diversity in MCW's educational, clinical and research programs and in internal and external communities.
11. Education Information Technology Committee: This committee's focus is on the technologies relevant to education. One GSA member serves on both this committee and the Faculty Information Technology Committee.
12. Facilities Committee: This committee is organized by the Medical Student Assembly and it meets as needed with the administration to provide feedback concerning maintenance, construction, and renovation to MCW facilities, including the student lounge, study rooms, and any other student related areas. One GSA member serves on this committee.

13. Faculty Council: Its official description is: “The Medical College of Wisconsin Faculty Council is the representative governing body of the faculty of MCW. Membership is composed of a representative from each department and institute, the chairmen of each of the Council’s standing committees, the Dean, a representative from the Women’s Faculty Council, and one from the Society of Teaching Scholars. The Faculty Council is charged with improving communication between MCW’s faculty and administration, advising administration of issues and concerns among the faculty and conversely, communication administrative directives to the faculty.” This committee meets once a month (3rd Wednesday of the month, 4-5pm). **The GSA Treasurer serves on this committee.**
14. Faculty Information Technology Committee: This committee is organized and run by the Faculty Council, and it meets once a month to discuss IT situations and upcoming developments. One GSA member serves on both this committee and the Education Information Technology Committee.
15. Food Service Committee: This committee is organized by the President’s Office, and it meets on a periodic basis, primarily during the cycles for vetting new vendors and running and analyzing the results from a yearly food service survey. One GSA member serves on this committee with two medical students.
16. Graduate Outreach Program (GORP): Through this recruitment program, graduate student volunteers visit nearby undergraduate institutions (usually their Alma Mater) to discuss their research and advertise/promote the Graduate School of MCW. Travel, food, and lodging costs are all covered by the GORP budget. Two GSA members usually serve on the GORP committee, and they assist in planning visits and recruiting graduate student volunteers.
17. Graduate Studies Council: **The President & Vice President sit on this committee.** This committee is composed of the Program Directors and Recruitment Directors from each of the Graduate School Programs, the Dean of the Graduate School, and other members appointed by the Dean. This committee meets monthly at noon on the first Monday of each month.
18. Library Committee: This committee is organized and run by the Faculty Council, and it meets on the first Thursday of each month from 4-5:00 pm. This committee typically addresses issues with the usage of library resources and running and analyzing the Library Resources survey. Two GSA members must serve on this committee.
19. Marquette/MCW Alumni Association: This committee meets quarterly to address alumni and student concerns including fundraising, visibility, sponsorship, and events among other activities. The representative of this committee acts as a liaison between the Director of the Alumni Association and the GSA. The representative also attends ~3-4 meetings per year with the Alumni Association board of directors where they must give an update to the happenings of the GSA and outcomes/circumstances that are relevant to the interest of the Alumni Association. **The GSA Secretary sits on this committee.**
20. Office of Educator Development Advisory Committee: This group meets periodically to assist the Office of Educational Development with feedback on proposed changes.

21. Program Evaluation Committee: This committee is organized and run by the Graduate Studies Council, and it meets as needed. Its official description is: “The committee shall review appropriate criteria and metrics and shall periodically evaluate all programs of the Graduate School. The Chair of the committee will report the results of each review to the Dean of the Graduate School and to the Graduate Studies Council. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3-year terms), three (3) faculty members appointed by the Dean of the Graduate School (3-year terms), and one graduate student member identified by the Graduate Student Association (1-year term).”
22. Research Affairs Committee: This is an internal research grant review committee of MCW that meets once each semester for up to 4 hours; lunch is provided. One GSA member serves on this committee. While the student representative is not allowed to vote on individual grants, they may provide comments and suggestions to the committee.
23. Social Committee: This position organizes virtually every GSA-sponsored social event during the year. Typically, there are two individuals on this committee and one must be a GSA rep. Reps on this committee will work closely with the Treasurer, the President, and with the Graduate School Office to coordinate activities and to arrange finances.
24. Spotlight on Science Committee: This committee is funded by the Graduate School and has been organized by faculty and staff from the Office of Postdoctoral Education. The committee meets 4 times each year to choose topics and speakers for the Spotlight on Science luncheon seminar series. Three GSA members serve on this committee.
25. Student Assembly: **The GSA Vice President sits on this committee**, and this committee meets monthly during the academic school year. This individual is responsible for acting as a liaison between the GSA and SA, reporting relevant events occurring within each governing body at each meeting.
26. Student Health Insurance Committee: This committee is organized by the medical Student Assembly and the Graduate School administration, and it meets as needed, usually 2-3 times in the spring of the year. This committee evaluates the current health and dental insurance, works with Insurance (NHP) representatives to assess proposals for upcoming year’s insurance, and relays plan information to the student body.
27. Title IX Committee: This committee meets periodically to discuss initiatives to increase awareness of MCW’s commitment to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. In furtherance of this commitment and as more fully described below, MCW strictly prohibits domestic violence, dating violence, discrimination based on sex, sexual assault and stalking as stated in the Title IX Education Amendments of 1972 and the Violence Against Women Act (VAWA).
28. Tonkens Committee: This committee is organized by the medical Student Assembly, and it meets as needed with the administration to coordinate the upkeep and to maintain the budget for the Tonkens Center. It recommends purchases of new equipment based on input from the student body. One GSA member serves on this committee.

29. Travel Award Policy: This committee will review and modify the current travel award policy to better and more fairly serve the graduate students. The committee will consist of the GSA officers, Awards Committee representative, and any other GSA members interested in participating in the committee.
30. Wellness Committee: This committee meets periodically to discuss and organize events to promote graduate and medical student wellness.
31. Women in Science: The representative filling this committee also fills the Women's Faculty Council. This individual is responsible for attending five luncheon events between spring and fall, inviting graduate student speakers and guests, and attending periodic committee meetings.

MCW GRADUATE STUDENT ASSOCIATION TIMELINE OF EVENTS

MONTH	GSA	Email Reminders
MAY	<ul style="list-style-type: none"> • Meeting of current and new representatives • Alumni Association often provides lunch (AA rep should have discussion in February) • Vote on monetary contributions to June social 	<ul style="list-style-type: none"> • Kay Award applications due June 30th • Travel award applications • May & June socials
JUNE	<ul style="list-style-type: none"> • Committee assignments • Vote on faculty advisor(s) • Vote on monetary contributions to July social 	<ul style="list-style-type: none"> • Kay Award applications due June 30th • June & July socials • Travel award applications
JULY	<ul style="list-style-type: none"> • Discuss All Student Picnic & Brewers game • Discuss Big Sib/Little Sib plans for orientation <p>*Alumni Association rep-discuss AA sponsored bus for Brewer game</p>	<ul style="list-style-type: none"> • July & August socials • Welcome new students • Travel award applications
AUGUST	<ul style="list-style-type: none"> • Vote on monetary contribution to All Student Picnic and Brewers game 	<ul style="list-style-type: none"> • Write-a-thon • August & September socials • Welcome new students • Research Poster Day • Travel award applications

SEPTEMBER	<ul style="list-style-type: none"> • Discuss Pumpkin Carving event • Write-a-thon 	<ul style="list-style-type: none"> • Write-a-thon & Phone-a-thon • September & October socials • Research Poster Day • Travel award applications
OCTOBER	<ul style="list-style-type: none"> • Vote on monetary contribution to Pumpkin Carving Contest and Pub Crawl 	<ul style="list-style-type: none"> • Phone-a-thon • October & November socials • Research Poster Day • Flu shot • Travel award applications
NOVEMBER	<ul style="list-style-type: none"> • Vote on monetary contribution to Gingerbread House Contest • Phone-a-thon <p>*Alumni Association rep-discuss AA sponsored lunch with Poster Award winners for December</p>	<ul style="list-style-type: none"> • Phone-a-thon • November & December socials • Travel award applications
DECEMBER	<ul style="list-style-type: none"> • Alumni Association sponsor lunch with Poster Award winners (AA rep should have discussion in November) • Discuss and vote on monetary contribution to January social 	<ul style="list-style-type: none"> • December & January Socials • Travel Award Applications

JANUARY	<ul style="list-style-type: none"> • Vote on monetary contribution to Pancake Breakfast and February social 	<ul style="list-style-type: none"> • Mentor/Teacher of the Year Awards due in April • January & February socials • Travel award applications
	<p>*Alumni Association rep-work with AA to select date for the All Student Meeting</p>	
	<p>*OFFICERS-WORK WITH GRADUATE SCHOOL PROGRAM ASSOCIATE (MONICA) TO BOOK CATERING FOR MEETINGS AND RESERVE ALUMNI CENTER</p>	
FEBRUARY	<ul style="list-style-type: none"> • Vote on monetary contribution to March social <p>*Alumni Association rep-discuss AA sponsored lunch for May</p>	<ul style="list-style-type: none"> • Mentor/Teacher of the Year • Awards due April • February & March socials • Travel award applications • GSA elections
MARCH	<ul style="list-style-type: none"> • Vote on monetary contribution to April social 	<ul style="list-style-type: none"> • Mentor/Teacher of the Year • Awards due in April • March & April socials • Travel award applications • GSA elections

APRIL

- All Student Meeting (may be held in addition to or in place of April meeting)
- Announce GSA election winners
- Vote on monetary contribution to June social (can be electronic vote if necessary)
- Kay Award applications due June 30th
- Mentor/Teacher of the Year Awards due
- April & May socials
- Travel award applications
- GSA elections

Graduate Student Conference Education Fund Policy

Revised: December 2019

Purpose: The Graduate Student Conference Education Fund (Travel Fund) is available to help defray the costs of individual degree-seeking students attending a regional, national, or international scientific meeting. The fund is intended to give students an opportunity to present their research before a scientific audience, obtain helpful feedback for future progress, and network with other scientists. The pool of money comes from yearly contributions from the Friends of MCW, the Graduate Student Association (GSA), and annual fundraising. The Development Office assists the GSA with an annual Write-a-Thon and Phone-a-Thon and offers the Graduate Student Conference Education Fund as a targeted option in solicitation materials used for the Annual Faculty and Staff Fund Drive.

Governance: The Travel Fund procedures are determined by the GSA in consultation with departmental administrators, the Graduate School Business Manager, the Director of Enrollment, and other faculty advisors.

Travel Award Amount: \$600

Important Annual Events/Deadlines Regarding the Travel Award:

Deadline for application submission:

Any time prior to the start of the conference or by December 1st (whichever is earlier).

September-October

Fundraising (Write-a-Thon and Phone-a-Thon).

December

GSA Representatives meet with Program Directors to discuss award eligibility and likelihood of travel for the following calendar year.

January

List of eligible awardees is submitted to the GSA and posted on D2L

GSA votes on their contribution to that year's Travel Fund

Funds available for the calendar year is communicated to the Graduate School by the Development Office

Travel Award Policy Committee meets with the Business Manager and advisory faculty to discuss cap for the new calendar year

February

GSA reviews financial reports from the previous calendar year's award distribution. Based on funds available and projected student travel, the Travel Award Policy Committee presents its recommendation for the year's cap to the GSA

Representative Council for a vote. The new cap is communicated to the Department Administrators by the Business Manager and to the graduate students via the Graduate School staff and/or GSA Representative Council.

Eligibility:

- a. Only students who have participated in the Fall Write-a-Thon or Phone-a-Thon are eligible for travel awards in the following calendar year. A list of all participants is posted on the Graduate Student Association group on D2L.
- b. Each GSA representative will meet with his or her Program Director in December to develop a list of students who are eligible and likely to travel in the next calendar year. The list must be submitted at the January GSA meeting, and will also be posted on the Graduate Student Association site in D2L.

Application Requirements:

- a. Student is the 1st author of submitted, peer-reviewed, and accepted abstract.
- b. Student is attending a meeting that is one of the following:
 1. An international meeting/conference
 2. A national meeting/conference
 3. A regional meeting/conference sponsored by a national society
- c. Application is signed by applicant, mentor, program director, and program administrator.
- d. Application is accompanied by a copy of the submitted abstract and proof of its acceptance at the meeting.
- e. Applications are required to be submitted prior to departure for the conference or December 1st, whichever comes first.

Application Process:

- a. Students apply for the award by completing an application located in the Graduate Student Association group on D2L in the “Travel Award Process” folder or in the Forms section of the Graduate School website. It is the student’s responsibility to ensure all portions of the application, including the faculty sponsor comment and signatures, are complete.
- b. Completed applications must be submitted to the Graduate School office (gradschool@mcw.edu) before attending the conference or by December 1st (whichever is earliest). Only completed applications submitted prior to the deadline will be forwarded to the Awards Committee of the Graduate Studies Council for review.
- c. Should the application be incomplete, this will be communicated to the student by the Graduate School and the student has no more than 7 days to amend his or her application and resubmit it to the Graduate School for committee approval. Failure to return a complete application within this time window will constitute a rejection of said application.

- d. **Each eligible student may receive ONE Travel Award in a calendar year.** If a conference occurs early in the calendar year, students can submit completed applications during the previous calendar year in order to prepay flights/registration;
- e. however, the cap for the year in which the travel occurs is to be used. If prepaid expenses initially charged to the Travel Award Cost Center exceed the new cap (i.e., the previous year's cap was higher than the cap for the year in which the travel actually occurred), the Department Administrator, or the student (if Department did not approve funding in excess of Travel Award), must reimburse the difference to the Travel Award Cost Center from alternative funds.

Awards Committee Review Process:

- a. The Awards Committee of the Graduate Studies Council (GSC) will review the application to determine whether or not all criteria have been met.
- b. The Awards Committee members will communicate via e-mail their decision to the Graduate School (gradschool@mcw.edu) who will in turn email the decision to the applicant, relevant Program Director, and Department Administrator.

Disbursement Process:

- a. Departments are encouraged to prepay airfare and/or conference registration fees when applicable. Department Administrators can access funds from the Travel Award Cost Center for prepaid fees. If these expenses exceed the cap, the student must coordinate with their mentor and Department Administrator to determine alternative payment methods for the amount exceeding the cap. If these expenses are less than the cap, the funds left from the student's award will be available for reimbursement of other expenses accrued to attend the conference.
- b. Departments may use funds from the Travel Award Cost Center prior to Travel Award Application acceptance to prepay airfare and registration fees. If the application is subsequently not accepted, or the student does not travel, the Business Manager will contact the Department Administrator and the student to determine who is responsible for refunding the Travel Award Cost Center for these funds.
- c. Department Administrators may use the Travel Award Cost Center funds to prepay airfare and registration fees for students who do not have accepted abstracts. These students must complete and submit the completed Travel Award Application to their Department Administrator and the Graduate School. If, upon review, funds have been used without a submitted application, the Business Manager will contact the Department Administrator and the student to submit an application immediately. To access funds prior to abstract acceptance, Department Administrators must verify accuracy of the Travel Award Application, particularly the type of meeting attended (regional, national, international). Funds can only be used up to the cap assigned to the given meeting type; use of funds exceeding the cap must be refunded to the Travel Award Cost Center. Student noncompliance may result in fund reimbursement to the Travel Award Cost Center from the student.

- d. Any student using funds without a complete application submission (Travel Award Application, abstract, and proof of abstract acceptance) as well as their Department Administrator will be contacted by the Business Manager to submit any missing documentation. If the student fails to submit the necessary documents, the student and/or Department Administrator must refund the Travel Award Cost Center from alternative sources for the funds used.
- e. For reimbursement of expenses (hotel, taxis, meals, etc.), students must submit proper documentation to their Department Administrator. If a hotel room is shared, separate bills should be obtained for each person. Shared transportation costs should be divided equally, and rental cars should be avoided. Travel Award Cost Center funds may be used to reimburse students for qualifying expenses, but funds used are not to exceed the cap for all prepaid and reimbursed expenses.

Award Cap:

- a. Awards caps will be assessed annually and modified at the start of each year calendar year if necessary. The GSA Travel Award Policy committee, in collaboration with the Business Manager and relevant advisors, will determine an appropriate cap based on the funds available and the number of eligible students. The Committee will make a recommendation to the GSA Representative Council, which will vote on the final cap for that calendar year, regardless of type of conference (i.e. international, national, regional).
- b. All students that receive the award will receive the set cap for the corresponding meeting type. If the student's expenses are less than the cap for that year, their award will be for the total expenses accrued rather than the cap.

Accountability:

- a. At the end of each award cycle, the Business Manager will identify the unused funds for that calendar year. Unused funds will be retained in Graduate Student Conference Education Fund for the following calendar year.
- b. The Graduate School Business Manager will audit the reports described above to be certain all expenditures were appropriate and will prepare a summary report for the Graduate School Dean, GSA president, and GSA Travel Award Policy Committee detailing who received funds, what meeting was attended, and what funds, if any, were unspent.
- c. Any GSA travel funds disbursed outside of the guidelines provided here must be reimbursed from other funds (e.g., departmental or mentor's funds).
- d. Travel Award summary statements for the prior year will be reviewed with GSA representatives at the February GSA meeting each year.



Medical College of Wisconsin
Graduate School of Biomedical Sciences

GRADUATE SCHOOL

Graduate Student Conference Education Fund Award Application

Today's Date: _____

Applicant Name: _____

LAST

FIRST

MIDDLE

Degree-Granting Department: _____

Degree Being Pursued: _____ Expected Graduation Date: _____

Name of Faculty Sponsor and Department of Primary Appointment: _____

Length of time spent by student on this research project: _____

Meeting Title: _____

Location of Meeting: _____

Dates of Meeting: _____

Conference is: REGIONAL (for National Society) NATIONAL INTERNATIONAL

Abstract Title: _____

Authors (in order): _____

It is a requirement that the student applicant is the first author. If the student is NOT the first author, please justify.

Faculty Sponsor: Comment on the student's contribution to the research project and why student is eligible for the award:

REQUIRED SIGNATURES

APPLICANT: _____ PROGRAM DIRECTOR: _____

ADVISOR: _____ DEPARTMENT ADMINISTRATOR: _____

PLEASE PROVIDE THE FOLLOWING WITH THIS APPLICATION:

- ⇒ Abstract showing you are the first author
- ⇒ Evidence of abstract acceptance for presentation at the meeting

Scan and email required documents to the Graduate School (gradschool@mcw.edu) prior to attending the conference or by December 1st (whichever comes earlier).

The Kayoko Ishizuka Award for Presentation at International Conferences

Purpose: This award was created in memory of Kayoko "Kay" Ishizuka, a 2010 graduate from the Biochemistry department at the Medical College of Wisconsin. Kay, a citizen of Japan, was the GSA Biochemistry department representative for several years while she earned her Ph.D. She then began her postdoctoral research at the University of South Florida. Unfortunately, Kay was the victim of a fatal hit and run accident one night after leaving the lab. In recognition of her participation on the GSA, this award will be available to all current graduate students who have earned the opportunity to travel to and present at an international conference. An international conference is defined as a conference held and located outside the continental United States.

Application Timeline: July 1st until June 30th of the following year

Application Deadline: June 30 of the cycle

Award Amount: \$1,000 will be allocated from the GSA budget and divided evenly among qualified applicants.

Award Stipulations:

1. There is no limit to the number of applications that will be accepted for review.
2. Any graduate student who has traveled to an international conference between July 1 and June 30 of the award year is eligible for this award.
3. The student is encouraged to apply for the general travel award as well because earning a general travel award does not exclude you from consideration of the Kay award
4. In the event the money for this award is not used, then the \$1,000 will be distributed equally to all departments that receive money from the GSCEF.
5. The Awards Committee representative is responsible for compiling photos and cards from the award winners to send to Kay's family. This should be done before September 1st of the same calendar year that the awards are announced.

Application Criteria:

1. All completed applications are due to the graduate school by the June 30 deadline. All applications received after June 30 will be considered for the following year's award.
2. The Awards Committee is charged with determining the recipients of the award.
3. Students applying for this award must be in good standing with Graduate School.
4. Participation in either the Phone-A-Thon or the Write-A-Thon is required for consideration of this award.
5. The student applying for this award must be the first author on the abstract and poster.
6. The student must provide evidence that the abstract was accepted for either a poster or oral presentation at an international meeting.

Written Essay Requirements:

All applicants must include a short essay (1000 words or less) describing the following for the Awards Committee to review:

1. Where was the conference located?
2. What type of audience were you presenting to?
3. What did you present and what is the scientific impact of your research?
4. Were you able to network with any investigators, students and/or companies? |
5. Did you receive any awards?
6. What impact has this conference made on your career development?
7. A picture or (other evidence of having attended the conference) to share with Kay's family should be provided so that they can see how Kay's memory lives on.



Medical College of Wisconsin
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Application for

The Kayoko Ishizuka Award for Presentation at International Conferences

Today's Date:

Name of Student Applicant:

Last

First

Middle

Degree Granting Department:

Degree Being Pursued: _____ Expected Date of Graduation: _____

Name of Faculty Sponsor and Department of Primary Appointment: _____

Length of time spent by student on this research project: _____

International Meeting Title:

Location of Meeting:

Date of Meeting:

Abstract Title:

List of Authors (in order):

Please check the type of presentation: poster oral other: _____

Required Signatures:

Applicant: _____

Advisor: _____

Please email the required written essay, acceptance of presentation, approved abstract, and this form to the Graduate School (gradschool@mcw.edu).

The Guy Berst Memorial Training Award for Advancing Scientific Training

Purpose: Guy Berst worked at MCW for 15 years as Associate Director of Recruitment and Marketing. Guy was a strong advocate for all students and thoroughly enjoyed watching students' careers flourish into lifelong scientific careers. Guy loved listening to student's research projects and how their training was progressing. In memory of Guy's support and advocacy, the GSA will sponsor a training award (\$500) to support students' travels to furthering their scientific training. This can take the form of a scientific workshop and/or travel to another lab to learn and improve a new technique.

Application Timeline: July 1st until June 30th of following year

Application Deadline: June 30th of academic funding cycle

Award amount: \$500 allocated from GSA budget to one selected applicant

Award Eligibility and Stipulations

1. There is no limit to number of applicants that will be accepted for review.
2. Any MCW graduate student traveling to a scientific workshop and/or off-site laboratory to learn/improve a new technique, experimental approach, or furthering scientific training is eligible for this award.
3. In the event the money for this award is not used, then the \$500 will be distributed to two recipients the following year.
4. The Training Award winner is responsible for providing a short summary (500 words or less) of their training experience, no later than 30 days post end of training event, to be shared with Guy's family.
5. The \$500 award will be payable to the student upon receipt of the short summary as noted above.
6. The Awards Committee representative is responsible for compiling photographs and summary of training from the award winner (or travel award substitute) to send to Guy's family.

Application Guidelines

1. All completed applications are due to the graduate school by June 30th. All applications received after June 30th will be considered for following year's training award.
2. The Awards Committee is tasked with determining the recipients of the award.
3. Students applying for this award must be in good standing with graduate school.
4. The student must provide evidence for acceptance to attend either a scientific workshop or agreement to be housed in another researcher's laboratory.

Written Essay Guidelines:

All applicants must include a short essay (1,000 words or less) describing the following for Awards Committee to review:

1. Are you attending a scientific workshop or visiting a laboratory for training?
2. Where do you plan to travel for your training event?
3. Who do you plan to receive training from? (i.e. specific individual, a society, or team of scientists, etc.)
4. What is the scientific area of focus for your training event?
5. What impact will attending this training event make on your thesis project progression and/or career development.



Medical College of Wisconsin

Graduate School

Advancing Scientific Training Guy Berst Memorial Award Application

TODAY'S DATE: [Redacted]

NAME OF STUDENT APPLICANT: [Redacted]

DEGREE GRANTING DEPARTMENT: [Redacted] LAST FIRST MIDDLE

DEGREE BEING PURSUED: [Redacted] EXPECTED DATE OF GRADUATION: [Redacted]

Name of Faculty Sponsor and Department of Primary Appointment: [Redacted]

Length of time spent by student at this workshop or laboratory: [Redacted]

Location of Training: [Redacted]

Dates of Training: [Redacted]

REQUIRED SIGNATURES: APPLICANT: _____

ADVISOR: _____ DEPARTMENT CHAIR: _____

DEPARTMENT ADMINISTRATOR: _____

PLEASE PROVIDE THE FOLLOWING WITH THIS APPLICATION:

- Proof of acceptance for scientific training or workshop
- Essay 1,000 words or less describing the following:
 - Are you attending a scientific workshop or visiting a laboratory for training?
 - Where do you plan to travel for your training event?
 - Who do you plan to receive training from? (specific individual, a society, or a team of scientists, etc.)
 - What is the scientific area of focus for your training event?
 - What impact will attending this training event make on your thesis project/dissertation progression and/or career development?

Scan and e-mail required documents to the Graduate School (gradschool@mcw.edu) by June 30th