GSA Officer Orientation

September 12, 2015
Agenda

1. Welcome and Overview
2. Interactive Introductions
3. SALD Orientation
4. GSGA Contact Info & Availability
5. Who we are and What we do
6. Organizational Structure
7. GSA Registration
8. GSA Responsibilities
9. GSGA Awards
10. GSGA Funding Process
11. How do I get involved?
SPEED DATING!

In two minutes...
Pair with someone you don’t know well and share with each other:

- Your name, where you are from and what student organization you represent
- Name 1 or 2 important goals you would like to accomplish with your organization this year
- Name 1 or 2 people that can help you achieve those goals
- Fun Fact about yourself
GSGA Office Hours
683 Steger Student Life Center

President: Ayça Mazman
Wednesday: 2:30 to 5:00 p.m.
Friday: 2:30 to 5:00 p.m.

Treasurer: Abishek Balsamy Kamaraj
Tuesday: 3:30 p.m. to 6:00 p.m.
Thursday: 3:30 p.m. to 6:00 p.m.

Campus Ambassador: Katie Carstens
Monday: 1:00-6:00 p.m.

At times, we are called to committee meetings during scheduled office hours, so always call the office (556-6101) before your visit.

In order to get the fastest response, please email an officer.
President - president.ucgsga@gmail.com
Treasurer - treasurer.ucgsga@gmail.com
Campus Ambassador - campusambass.ucgsga@gmail.com

GSGA Website: www.uc.edu/gsga
GSGA Structure

2015-2016 Executive Board

President: Ayça Mazman
Vice President: TBD
Treasurer: Abishek Balsamy Kamaraj
Campus Ambassador: Katie Carstens

General Assembly

41 Graduate Student Associations (GSAs) - Professional schools are not included
4-5 Officers representing GSAs

Committees

GSGA committees
University committees
GSGA

WHO WE ARE and WHAT WE DO

The Graduate Student Governance Association (GSGA) is an organization that strives to voice the concerns of graduate students, representing more than 10,000 graduate students. GSGA serves graduate students by doing the following:

1. Promoting academic (research and educational) goals
2. Establishing effective communication among graduate students
3. Providing administrative and financial advisor to GSAs
GSA Registration

Registration Deadline: October 2, 2015

All groups must register:
(1) with GSGA
http://www.uc.edu/gsga/member_groups/registration.html

(2) with SALD
https://magic.piktochart.com/output/4367031-untitled-report
<table>
<thead>
<tr>
<th>GSA</th>
<th>GSGA Form</th>
<th>Officer/SALD Training</th>
<th>SALD Form</th>
<th>Campus Link</th>
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<tr>
<td>Speech Pathology</td>
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<td>8/28/2015</td>
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<td>8/29/2015</td>
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<td>SAA</td>
<td>8/30/2015</td>
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<td>Communication Department</td>
<td>8/30/2015</td>
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<td>Women, Gender, &amp; Sexuality</td>
<td>8/31/2015</td>
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<td>Physics</td>
<td>8/31/2015</td>
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<tr>
<td>HSGA</td>
<td>9/1/2015</td>
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<tr>
<td>Fine Arts</td>
<td>9/2/2015</td>
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<tr>
<td>Social Work</td>
<td>9/2/2015</td>
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<td>8/14/2015</td>
<td>8/14/2015</td>
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<tr>
<td>Biology</td>
<td>9/2/2015</td>
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<tr>
<td>Mechanical &amp; Materials</td>
<td>9/9/2015</td>
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<tr>
<td>Civil Engineering</td>
<td>9/10/2015</td>
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GSA Responsibilities

- Attend all general assembly meetings
  - 10/7, 12/2, 1/13, 2/3, 3/2, 4/6: 12:30-1:30 in the AARC.
  - 11/12 Joint Student Gov. : 3:30-5pm in TUC 400ABC
    - 2 absences are allowed/ year (FALL & SPRING)
      - if you cannot attend please recruit another officer or GSA member to attend in your place
      - Your group will be put on probation (will not receive GSGA funding) if you have more than 2 absences.

- Represent your GSA
- Disseminate all information obtained from GSGA
- Hold at least one meeting per semester
Group Grants

• **Basic guidelines:**
  – Free and open to all graduate students
  – Enhance the scholarship the GSA and its membership
  – Foster community
  – Event approved by the GSA
  – Submit a budget and the required documents

• **Events funded:**
  – Invite a speaker (if you have dept. funds, have your dept. fill out NIU form)
  – Conference/colloquium (we can cover flights, hotels, and honorariums)

http://www.uc.edu/gsga/awards/group_grant_awards.html
Group Grants Continued

Deadlines

- Friday, September 11, 2015
- Friday, October 30, 2015
- Friday, December 18, 2015
- Friday, February 5, 2016
- Friday, March 25, 2016
- Friday, May 13, 2016
- Friday, July 8, 2016

Applications due at **5:00 p.m.** on the date of deadline

Applications **must** be typed

**Must** have all required signatures and documents at the time of submission
UC – GSGA – GSGA Group Grant Award Application
683 SSLC – ML 0193 – Ph: (513) 556-6101

This is a fill-in PDF document. Please type in ALL details before submitting this form. DO NOT HAND WRITE.
Please read all group grant guidelines at http://www.uc.edu/gsga prior to submission.

Name of GSA: Anthropology Graduate Student Association
Name of Department and College: McMicken – Arts and Sciences
Name of Principal Applicant: Key Beck
Email: becktj@mail.uc.edu

Date and Time of Event, if Applicable: May 19, 2011; 5:00
Which deadline are you applying for: Winter II Deadline

How do you plan to publicize this event?
The AGSA has created fliers to be distributed within various departments. We will be posting fliers in various departments that have similar research interests (Anthropology, Geography, Sociology, and Biology). We also plan to utilize the graduate student listserve, email blasts, and verbal invitations to graduate students and faculty.

Expected Attendance - provide a demographic break up of expected audience:
We expect there will be 15-20 anthropology graduate students, 4 anthropology faculty members, and 4 anthropology undergraduate students (Anthro members) attending the event. We also expect there to be 15 graduate students and faculty members from other departments, such as Biology and Geography.

Describe your event (attach additional page if necessary):
The AGSA speaker series is an event that is sponsored by the AGSA and the faculty of the Anthropology Department. This student-led initiative was created to allow current graduate students the opportunity to meet and speak with professionals within the field. The formal lectures by researchers and professors allows for graduate students to be informed about the current trends in research and methodologies, brings awareness of research opportunities, extends social networks within the field, and allows for information to be shared about transitioning within and outside of academia. The informal lunch and speaking sessions allows students to share their research with visiting scholars, and share with other members of the graduate academic community. Visiting researchers/scholars are then able to advise students on their projects, as well as, introduce new concepts and methodologies that may be useful for their studies.

Does your event have speaker(s)? If Yes, list name(s), credentials and lecture content:
The AGSA Speaker will be Dr. Jeffrey William Winking, is a biocultural anthropologist who investigates human behavior, reproduction and health from an evolutionary ecology perspective. Specifically, his research has focused on the adaptive functions of paternal investment and marriage in humans, and how these functions manifest themselves in men’s romantic, marital and parental behavior. Dr. Winking is an associate professor at Texas A&M University, and a distinguished researcher whose work has been supported by a multi-year NSF award. Dr. Winking will be presenting his research on fathers and the effect of paternal investment among the Tsimane of Bolivia. His use of statistical methods and observational studies will be of interest to graduate students in varying disciplines, but especially those in archaeology and social-cultural anthropology engaging in ethnographic and statistical methods. His talk will include a presentation of his research, current trends in anthropology, using contemporary methodologies and statistical methods to solving current anthropological problems, and how to conduct methodically-sophisticated research.

CV attached

Describe how this event/activity, if sponsored by GSGA, will further graduate education/research:
This event can have multi-faceted effects on graduate education and research. Graduate students will have the opportunity to discuss their current research with an expert currently conducting related research. This session will allow first-year graduate students to contextualize current research and create research plans for their thesis and future research. The informal sessions will allow the other graduate students the opportunity to present their research, and receive feedback on the value and effectiveness of their data and methods. Beyond research implications, the speaker series facilitates networking opportunities, as well as, possibly creating opportunities for research and scholarly writing with other universities engaged in similar research. Visiting speakers are from universities with Ph.D. programs, lending opportunities for students to evaluate the possibility of future study at these institutions, such as Texas A&M University.

Please provide a list of ALL expenses in the table provided. Provide as much information about each expense - including details about other sources of funding / sponsorship for the event/activity. Use additional page if necessary.

<table>
<thead>
<tr>
<th>Expense Amount</th>
<th>Expense Detail</th>
<th>Source of Funding / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>Honarium</td>
<td>GSGA (rate for visiting professors and speakers in anthropology)</td>
</tr>
<tr>
<td>$300.00</td>
<td>Airfare</td>
<td>GSGA (Cheapest airfare plan, higher rates on Friday/Sat vs. Sun)</td>
</tr>
<tr>
<td>$120.00</td>
<td>Food: Coffee Chat with Lecturer, Food for 30 people. Melt</td>
<td>GSGA (food will be for 40 people) Two big platters are used to conserve cost</td>
</tr>
</tbody>
</table>
Budget and Itinerary

Itinerary:
May 18 – Speaker Arrives in Cincinnati (transportation from airport will be provided)
May 19 – speaker arrives on campus @ 10:30am
- Tour of the University
- Lunch with Dept/Graduate students (food funded by GSGA)
- Coffee break (funded by GSGA)
- Speaker prep time
- AGSA Speaker Series Talk
- Graduate Students meet with speaker @ Catskeller (Funded by each individual student)
May 20-21 – Speaker will travel and explore city with varying faculty and personal/professional contacts (at his own expense)
May 22 – Speaker Leaves: Flight from Cincinnati to College Station

*The speaker will stay the weekend, but has lodging provided. Due to the price difference of Friday/Saturday flights vs Sunday flights, and Dr. Winking’s availability, the speaker will arrive on Thursday and return on Monday. The price for tickets are cheaper using this method, rather than flying the speaker back home the following day.*

Budget:
$150.00 Honorarium (market rate for Anthropology Speakers)
$300.00 Airfare (CLL to CVG roundtrip)
$20.00 Coffee/ Snacks – Baba Budan’s (3 Graduate students and Speaker)
$100.00 Food (AGSA decided on a buffet style meal with two main courses, and snacks. We felt this would allow us to feed more people on a smaller budget. We advised members to bring a snack if they feel it will not be enough food):
$39 – Mediterranean Plate (feeds 8-10)
$39 – Sunshine Couscous (feeds 8-10)
$5 – Cookies/Deserts (for 8-10)
$5 – Chips (for 8-10)
$5 – Drinks (for 8-10)
$2 – for various cutlery/napkins
February 15, 2011

Dear GSGA Group Grant Award Committee,

I enthusiastically support the efforts of our graduate students to host Dr. Jeff Winking of Texas A&M University. Dr. Winking is a distinguished researcher whose work has been supported by a multi-year NSF award. His studies of fathers and the effects of paternal investment have important implications for understanding the divergence of the human lineage from closely-related hominoid species.

My enthusiasm for this opportunity stems partly from my academic interest in the research, but more importantly, Dr. Winking’s visit represents an excellent chance for our graduate students to advance their research programs. Dr. Winking uses statistical methods that could be applied to a broad range of anthropological problems, including observational studies of children in urban environments and the clustering of artifacts at archaeological sites. For our students, having the opportunity to converse with a methodologically-sophisticated researcher about their interests and projects will undoubtedly result in new directions for their projects.

More generally, this visit represents a great chance for students to extend their social networks in the discipline. For anthropologists, research opportunities frequently arise through “word of mouth.” More specifically, because our department does not include a Ph.D. program, this would be a valuable opportunity for the students to evaluate the possibility of future study at Texas A&M.

Please give this proposal the thought and evaluation that it warrants. The students in charge of hosting Dr. Winking are adeptly handling the arrangements, and the faculty members in the Department of Anthropology will do whatever we can to ensure the success of this opportunity.

Sincerely,

Jeremy Koster
Director of Graduate Studies
Group Budget

GSAs in good standing will receive up to $300 for community building activities. Additional funding available for active groups upon request.

Examples of community building activities

- Meetings (purchase pizza)
- Movie nights
- Sporting events
- End of semester celebrations
Research Fellowship

• The *Research Fellowship (RF)* is a competitive award designed to assist individual graduate students in obtaining funds to further their research endeavors. Students may use the Research Fellowship to fund travel related to their research or purchase consumables or other research-related materials. This Fellowship is not intended for Conference.

• [http://www.uc.edu/gsga/awards/research_fellowships.html](http://www.uc.edu/gsga/awards/research_fellowships.html)

• The deadline to apply for the Research Fellowship is **Friday, November 2\textsuperscript{nd} at 5pm.**
GSGA Funding Process

Our funding primarily comes from SACUB (And the Provost’s office, the Graduate School, and the Office of Research provide contributions)

GSGA provides funding to graduate students and the GSAs for the following:

- Research
- Conferences
- Academic events
- Community building activities

**Must be a registered student and a GSA in good standing to receive funding from GSGA.**
GSGA Funding Process

- Funds are managed and disbursed by the treasurer and UC accounts payable.
- Funds do not roll over or lapse.
- The fiscal year ends on June 30th.
GSGA Funding Process

How can I get access to my GSA funds?

There are two ways:

- Reimbursements
- Flex account

Contact a recognized UC vendor
Fill out the reimbursement request form

Use this form whenever you are spending your GSA funds
GSGA Funding Process

Group Budget

Reimbursement request form must include:

- Original itemized receipts
- List of attendees
- Budget form
- Documents should be submitted in the A114 envelope within 14 calendar days of event/Purchase

What can I purchase?

- Office supplies and materials (no electronics)
- Refreshments/snacks for meetings
- Tickets for games/movies
GSGA Funding Process

How do I access my conference travel award?

Submit the following as soon as you get back from your conference:

- Original receipts
- Proof of conference presentation
- Current semester Onestop bill
- GSGA Travel Award Application Envelope
- Conference travel award application (Presenter/ Non-Presenter)
- Letter from advisor (Non-Presenter only)
- GSGA does not reimburse for food during your conference travels
## GSGA Budget for Fiscal Year 2015-2016

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<thead>
<tr>
<th>Total Available Monies:</th>
<th>$410,636.00</th>
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<tbody>
<tr>
<td>Total Allocated from SACUB:</td>
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<tr>
<td>Funds from Graduate School</td>
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<tr>
<td>Funds from Office of Research</td>
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<tr>
<td>Funds from Provost Office for Special Events</td>
<td>$20,000.00</td>
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<tr>
<th>Operational Expense Budget</th>
<th>Scholarship Expense Budget</th>
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<tr>
<td>Total Allocated:</td>
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<tr>
<td>Group Grants:</td>
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<tr>
<td>Fall 2015</td>
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<td>Spring 2016</td>
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<td>Group Budget (41 groups)</td>
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<td>Graduate Student Excellence Awards</td>
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<td>Event Expenses</td>
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<td>Research Fellowship</td>
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<td>Conference/Advocacy Travel for GSGA Executive Committee</td>
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<tr>
<td>GSGA Special Events/ Seminars</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$280,636.00</strong></td>
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How do I Get Involved?

- Contact the Campus Ambassador: [campusambass.ucgsga@gmail.com](mailto:campusambass.ucgsga@gmail.com)
- Attend meetings
- Attend GSGA Events- Check your email for upcoming events!!
  - Grad Cafes: 10/12, 11/9, 12/7
  - Grad Pubs: 1/29 Pool & Poker Night @ Catskellar
  - Halloween Party: 10/30 @ Fries Cafe
  - Thanksgiving Dinner: 11/24 in TUC’s Great Hall
- Serve on a committee
  [http://www.uc.edu/gsga/about/committees.html](http://www.uc.edu/gsga/about/committees.html)
- Plan a community building event
Useful Links

- GSGA Awards: [http://www.uc.edu/gsga/awards.html](http://www.uc.edu/gsga/awards.html)
- PRESENTER Conference Travel Award: [http://www.uc.edu/gsga/awards/conference_travel/presenter.html](http://www.uc.edu/gsga/awards/conference_travel/presenter.html)
- Non-PRESENTER Conference Travel Award: [http://www.uc.edu/gsga/awards/conference_travel/nonpresenter.html](http://www.uc.edu/gsga/awards/conference_travel/nonpresenter.html)
- GSGA Research Fellowship: [http://www.uc.edu/gsga/awards/research_fellowships.html](http://www.uc.edu/gsga/awards/research_fellowships.html)
- Group Budget Award: [http://www.uc.edu/gsga/awards/group_budget_awards.html](http://www.uc.edu/gsga/awards/group_budget_awards.html)
- Travel Authorization Form: [http://www.uc.edu/content/dam/uc/gsga/docs/UC-TravelAuth-individual.pdf](http://www.uc.edu/content/dam/uc/gsga/docs/UC-TravelAuth-individual.pdf)
- Registration
  - GSGA: [http://www.uc.edu/gsga/member_groups/registration.html](http://www.uc.edu/gsga/member_groups/registration.html)