

GPSC | **GRADUATE &
PROFESSIONAL STUDENT
COMMITTEE**

FLORIDA INTERNATIONAL UNIVERSITY

**STANDARD OPERATING
PROCEDURE**

MAY 2015

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I. GPSC MEMBERS

1. Voting Members

Graduate senators are elected by graduate students. The Medical Senator and Law Senator are elected by the Medical Student Body and Law Student Body, respectively, and all voting members receive salary.

The voting committee is composed as follows:

- 4 SGA-MMC Graduate Senators, will hold office from May to April
- 1 Law Senator, will hold office from May to April
- 1 Medical Senator, will hold office from April to March

2. Non-voting members

Graduate Advisory Board (GAB) appointed in tandem with University Graduate School and aid in the programming of Graduate Student Appreciation Week (GSAW), an annual GPSC-UGS event.

- Graduate Advisory Board Members are expected to attend monthly GAB meetings as scheduled by GPSC & UGS and voice concerns from their home departments as well as participate in the planning of Graduate Student Appreciation Week.

II. GPSC MEETINGS

- GPSC members should meet at least on a bi-weekly basis (twice a month) during the fall and spring semesters, and at least once a month during the summer semesters starting in June.
- GPSC members may meet during a semester break, but only if quorum is reached and only for emergency situations as identified by the GPSC Chair.

- In the case that a GPSC member is unable to attend an event, s/he should notify the Chair of the Committee in writing at least 24 hours prior to the event.

III. MEMBER DUTIES

1. General duties:

- GPSC voting members shall attend all Committee meetings;
- GPSC voting members shall participate in the review process of funding applications for MMC graduate students;
- GPSC voting members shall meet annually, before the end of SGA term, along with SGA and UGS Advisors, in order to review travel funding policies and procedures and ensure that they are working effectively.
- GPSC members shall participate in the organization of both non-academic and academic activities, such as, but not limited to, Gradsfellars, Scholarly Forums, Workshops, etc.
- Each GPSC member shall assume one of the following roles: Chair, Vice Chair, Events Coordinator, PR Coordinator, GSAW Coordinator, Finance Committee Liaison,
- Roles should be assigned during the first GPSC meeting after senators have transitioned. Each of the 6 sitting members of the Committee must assume one of the above roles
 - Chair is elected via nomination (self-nomination is permitted) and a majority vote of the committee to elect
 - Vice-Chair is elected via nomination (self-nomination is permitted) and a majority vote of the committee to elect
 - The four remaining roles will be assigned on a first-come, first-served basis by emailing the Chair. In the event that members do not email the Chair within two weeks of the first meeting, it shall be the Chair's duty to assign roles

2. Duties of the Chair:

- Coordinate the work of the GPSC;
- Oversee the GPSC budget;
- Oversee relevant event planning;
- Oversee the GPSC correspondence;
- Work in tandem with UGS to facilitate relevant programming and processes;
- Report to the SGA President, Senate Speaker, and SGA and UGS Advisors as required per the SGA governing documents and written University guidelines;
- The Chair has the ability to sign and approve pending applications if the entire committee cannot meet;
 - If the Chair has a personal social relationship with the applicant or the applicant is from the Chair's department, defer this duty to Vice-Chair;
- The chair must set the total allocation amounts for programming and travel by semester based on the current budget for the fiscal year and a majority approval of committee

3. Duties of the Vice Chair:

- Take meeting minutes;
- Make mid-semester reports and final semester reports (2 for fall semester, 2 for spring semester) and send to Senate Speaker, Chair of Internal Affairs Committee, and Advisor(s);
- Coordinate all Committee meetings (GPSC meetings, meeting with UGS, Campus Life, etc.);
- Assume Chair duties when Chair is unavailable;
- In the event that neither the Chair nor Vice-Chair are available, the remaining committee members must nominate an Interim Chair to assume Chair duties

4. Duties of the Events Coordinator

- Organize monthly Gradsfellars;
- Register and report attendance for the Gradsfellars and all GPSC-sponsored events (request card readers from OneCard office);
- Coordinate with GSOs and other interested organizations about co-sponsorship of an event;
- Report to the GPSC Chair at least once a semester;
- GSAW planning;
- Workshops

5. Duties of the PR Coordinator

- Oversee and update the GPSC website by sending update requests to Campus Life Publications (<http://campuslife.fiu.edu/index.php/web-update-form/>);
- Oversee and update the GPSC Facebook page (FIU Graduate Student Life);
- Send updates and news to UGS to be distributed through the listserv;
- Send updates and news to the GPSC Office Assistant to be distributed through the listserv from gpsc@fiu.edu;
- Communicate with different school, colleges, departments about GPSC awareness/visibility. Including but not limited to the production of promotional materials (flyers, pens, portfolios, etc.) and holding GPSC workshops or townhalls within departments;
- Report to the GPSC Chair at least once a semester

6. Duties of the GSAW Coordinator

- Oversee the planning of Graduate Student Appreciation Week;
- Coordinate with GAB members working on GSAW;
- Plan Scholarly Forum;
- Process Files for Funds for events co-sponsored by the GPSC during the fall and spring semesters;
- Report to the GPSC Chair at least once a semester

7. Duties of the Finance Committee Liaison

- Attend Finance Committee meetings;
- Report on any misuses of A&S funds pursuant to graduate students (e.g., attempts to garner same-event funding from multiple sources);
- Report to the GPSC Chair about any relevant graduate student business;
- Other duties as specified by the Finance Committee

8. Duties of GAB members

- The duties of the ad hoc GPSC members are assigned to them by the GPSC Chair based on the needs of the Committee

9. Medical and Law Senators – Additional duties

- In addition to one of the above roles, the Medical and Law Senators have additional duties described below:
 - The Medical Senator should act as liaison with Medical Student Council (MSC) to promote cooperation with GPSC guidelines and ensure no medical student is receiving funding from both MSC and GPSC for the same event. The Medical Senator should also forward all appropriate GPSC news to the medical student email listserv
 - The Law Senator should act as liaison with Law Student Council (LSC) to promote cooperation with GPSC guidelines and ensure no law student is receiving funding from both LSC and GPSC for the same event. The Law Senator should also forward all appropriate GPSC news to the law student email listserv

IV. FUNDING POLICIES

1. Definitions

- **GPSC Travel Funding:** Funding approved by the GPSC for travel reimbursement by an individual, currently enrolled FIU-MMC graduate student. This is not an award, scholarship, grant, etc.
- **GPSC Funding Year:** June 1 - May 31
- **A&S:** Activity and Service fees collected from all students each semester. A&S fees source GPSC funds.
- **Student:** FIU-MMC, degree-seeking graduate student who is currently enrolled in classes and will be enrolled in classes at the time of reimbursement. The student's department must be based at MMC.
- **Department:** Student's academic department for which s/he is currently enrolled classes and pursuing a degree in.
- **Trip/Travel:** Entire trip, from first date of travel to date of departure.
- **Event:** Conference, workshop, research acquisition trips, etc.
- **Quorum:** Majority of voting members of the GPSC
- **Blackout Dates:** Dates in which the GPSC will not be meeting or reviewing applications. These dates are finals week, semester breaks, and transition period, typically the month of May.
- **Complete application:** An application that includes filled out and signed application forms along with each supporting documentation as indicated in the checklist.
- **Incomplete application:** An application that is missing at least one of the documents as indicated in the checklist.
- **On-time application:** An application turned in by the five-week (35 days) deadline or earlier from first date of travel.
- **Late application:** An application that is submitted at least one day (34 days) after the five-week (35 days) deadline from first date of travel.
- **Vicinity travel:** Travel less than 50 miles (one way) from university headquarters (MMC Campus).

2. *Eligibility Requirements*

- All applicants should be FIU-MMC, degree-seeking graduate students, registered for classes during the semester of the event for which the funding is requested and at time of reimbursement;
- Students may receive funding from only one A&S-funded entity for the same event;
- No funding request can or will be approved post facto by the GPSC as per A&S guidelines;
- Per the “Florida Travel Act” Section 1011.90(6) (<http://www.flsenate.gov/Laws/Statutes/2011/1011.90>), the GPSC cannot fund students who wish to travel for an event held in a country that the Department of State has designated as a State Sponsor of Terrorism. Please visit their website for the current list: <http://www.state.gov/j/ct/list/c14151.htm>.
- In addition to the above FIU, SGA, and A&S Travel Policies, the GPSC determines that applicants shall be eligible to request funds from the GPSC once during the funding year.

3. *Types of Funding*

a) Conference Funding

- The GPSC understands that presenting research at conferences provides graduate students with a unique opportunity to represent themselves and FIU, on both an academic and professional level. We are proud to facilitate funding which allows students to present their research at their respective conferences/meetings.
- The student must be the presenting author. The primary goal is to fund one student per presentation. For poster presentations, one student per presentation will be funded. For oral presentations, all presenters must provide documentation proving presenter status.

Exceptions to these rules will be determined by a majority vote of the committee.

b) Professional Development Funding

- The GPSC understands that graduate students need to gain valuable skills crucial to their academic development. Professional development funding will allow students to attend various events. A sample of eligible events include: public speaking and grant writing workshops, pedagogical seminars, such as technology in the classroom and job fairs.
- Non-presenting authors, workshop/seminar participants, etc.

c) Research Funding

- The GPSC understands that research is one of the primary concerns of many graduate students. We are proud to facilitate funding which will help students conduct their research endeavors.
- Needs M2 or D2/D3 approved by UGS, or official documentation proving that student will in fact be conducting research.

4. The Application Process

Any incomplete or late application as of the 5-week (35 days) deadline will not be considered by the GPSC, but automatically denied. Applications can be found online at gpsc.fiu.edu. A **funding workshop presentation** is also available and **strongly recommended** for viewing prior to applying. The procedure to request GPSC Travel Funding is explained below.

a) Complete the GPSC Funding Application forms:

- Request Form
- Summary of Benefits Form
- Budget Form
- Release & Indemnity Agreement Form

- Summary Outlining Skills Form (for Professional Development applicants only)
 - Research and Funding Request Relationship Form (for Research applicants only)
- b) Submit a signed letter of support on FIU letterhead from the faculty advisor justifying the importance of travel.
- c) Submit the following documents for travel:
- Transportation quotes
 - Registration and/or Abstract Submission fees quotes
 - Lodging quotes
- d) Submit proof of abstract acceptance (for Conference applicants only).
- e) Submit proof of event registration or proof of event (for Professional Development applicants only).
- f) Research applicants must submit the following additional documents:
- Thesis or Dissertation Proposal
 - Copy of M2 or D2/D3 Approval
 - Proposed Detailed Itinerary
- g) Submit all the above documents to the GPSC Office (GC 2202) for review by the GPSC. The GPSC Office Assistant is not a member of the GPSC and does not review or vote on applications.

5. The Approval Process

- a) Applications are approved by the GPSC voting members
- Voting members of GPSC must recuse themselves from the funding review process if the applicant(s) include any student(s) who originate from the member's same department/program or if the member has a personal connection to the applicant(s) (e.g., a family member or friend)

- A quorum of members must be present in order for applications to be reviewed
- b) The complete application process can be found on the GPSC website at <http://gpsc.fiu.edu>
- c) Funding applications are reviewed only during the following periods:
- DISCLAIMER:** It is up to the decision of the committee when the last meeting of the semester will be and thus the last day to submit applications with a guarantee of review in a timely manner will be set accordingly and announced.
- 1st day of fall semester – last day of fall semester (excluding finals week and breaks)
 - 1st day of spring semester – last day of spring semester (excluding finals week and breaks)
 - June 1st – last day of Summer C (excluding finals week and breaks)
- d) Applications for events which have a deadline during the blackout dates should be submitted before the deadline during the time period specified above.

WARNING: Any applications submitted during the periods other than the ones specified above may not be reviewed on time and may be denied.

- e) Applicants should apply for Conference, Professional Development, or Research Funding at least five (5) weeks (35 days) before the first day of travel. Applications are reviewed on a first-come, first-served basis. The GPSC will notify the applicant within 3 weeks of the date in which the application was received of its final decision.

WARNING: Any application received after the deadline has expired will automatically be denied funding.

- f) GPSC voting members may place an application in the following categories following review:
- **Approved:** Complete, on-time, signed by a GPSC voting member with amount allocated

- **Pending:** Complete, on-time applications but contain errors including, but not limited to: indemnity form completed incorrectly, supporting documentation in incorrect format, letter of support in incorrect format. GPSC member must be able to place an allocated amount and sign. Pending applications will be given five (5) days from notification to resubmit incorrect paperwork, otherwise the application will be considered incomplete and denied.
- **Rejected:** Any incomplete applications, late applications, students who received funding within funding year, ineligible students, or applications with an excessive number of errors as determined by the GPSC. **Rejected applications must be reviewed and signed by 2 voting members of GPSC.**

WARNING: The application should be complete in order to be reviewed. All incomplete applications will be automatically denied.

- g) Amount allocated will be determined based upon need. Funds are disbursed contingent upon availability of funds, after all procedures have been followed and all receipts/documents have been turned in to GC 2202 and the student's department.
- h) The primary goal of GPSC travel funding is to fund transportation and registration. If a student is able to provide documentation that s/he is receiving a fellowship, scholarship, grant, etc. that can **ONLY** be used towards transportation and/or registration, and the only remaining cost is associated with lodging, *this is the only instance in which GPSC travel funding may go towards lodging.* (Furthermore, if a student is receiving additional funding, then that should be used after GPSC funding has gone towards transportation and/or registration)
- TRANSPORTATION: **One** mode of transportation:
 - **Airfare /rail** (including taxes & fees, but not first class, seat reservation fees or baggage). Must submit quotes even if flight has already been purchased. Needs to justify the

amount of purchased flight (e. g., picked flight because of class times, etc.)

- **Rental car & gas** (must submit gas receipts for reimbursement, quote must be generated from MapQuest Gas Calculator). No insurance or extra fees can be funded.
 - ➔ No vicinity travel reimbursement (travel < 50 miles)
 - **Mileage** (if driving own car, based on 0.445 per mile, not to exceed price of round-trip airfare to destination).
 - ➔ No vicinity travel reimbursement
 - REGISTRATION & ABSTRACT SUBMISSION FEES
 - Must provide documentation, cannot include any extras, such as: meals, banquets, mixers, extra workshops, program book, etc.
 - LODGING
 - Limited by government rate for area (<http://www.gsa.gov/portal/content/104877>).
 - ➔ No vicinity lodging reimbursement, or extra charges, such as, mini bar, Pay-Per-View, etc.
 - Must include list of students attending conference from FIU who are sharing room.
 - Must provide detailed, itemized receipt/folio upon return showing student paid for hotel.
 - If sharing room, must request split manifest providing documentation that student paid divided amount.
 - Reimbursement for lodging begins 24 hours before event and ends on event date.
- i) GPSC funding cannot be used for hiring people, buying equipment (e.g. computers), mixers, luncheons, back-to-back conferences/events, preferred seating, one-way travel, extra workshops, luggage fees, etc.

6. *Funding Caps*

DISCLAIMER: Students are not guaranteed to be approved for reimbursement for the maximum amount requested. Reimbursement amounts are allocated at the discretion of the committee and prioritized based on type (transportation, registration, lodging) and total amount and contingent on the GPSC budget for the funding year.

a) Conference Funding

- The amount allotted to each student is suggested to be no more than **\$500 for domestic travel** and **\$700 for international travel**.
- Student must be the **presenting author**. If not first author, abstract must be included in application submission and proof of presenter status (from conference). The primary goal is to fund one student per presentation. For poster presentations, one student per presentation will be funded. For oral presentations, all presenters must provide documentation proving presenter status.
- Exceptions to the above suggested amounts and requirements would require a majority quorum of the committee on an individual case basis.

b) Professional Development Funding

- If student is participating in the conference, workshop, symposium, etc. as an attendee, then the amount allotted to each student for both **domestic and international travel** is suggested to be no more than **\$150**.
- If the student is participating in the conference, workshop, symposium, etc. in a more substantive role (e.g. panel discussion, workshop organizer, leader, etc.) but does not meet the requirements for Conference Funding (e.g. ability to submit an abstract) then the student must provide document proving this role in the event and the **amount** allotted to each student for both **domestic and international travel** is suggested to be no more than **\$400**. Exceptions to the above suggested amounts would require a majority quorum of the committee on an individual case basis.
- Upon return, student must give a 5-minute presentation at a Senate meeting, scheduled by the student, using the presentation template provided by the GPSC.

- Student may Skype the presentation to the committee/Senate if he/she is not on campus.

c) Research Funding Program

- The **amount** allotted to each student is suggested to be no more than **\$500** for **domestic travel** and **\$700** for **international travel**. Exceptions to the above suggested amounts would require a majority quorum of the committee on an individual case basis.
- Upon return, student must give a 5-minute presentation at a Senate meeting, scheduled by the student, using the presentation template provided by the GPSC.
- Student may Skype the presentation to the committee/Senate if he/she is not on campus.

V. APPEAL

Applicants have the right to dispute the GPSC funding decision. If travel has already begun for the event, the appeal will be denied. The process of appeal has the following steps:

1. Stage 1 - Internal Appeal

- Notify the GPSC voting members about your decision to appeal by email to gpsc@fiu.edu.
- Schedule to appear before the GPSC with additional evidence and explain the case.
- The GPSC will make a decision based on the evidence and will communicate it to student within 1 (one) week.

2. Stage 2 - Appeal in the Senate

- If the applicant is not satisfied with the GPSC decision made at Stage 1, s/he should notify the SGA Senate Speaker about his/her decision to appeal in front of the SGA-MMC Senate. Contact the SGA Office, GC 211.

- Schedule to appear before the SGA-MMC Senate with additional evidence and explain the case.
- The SGA-MMC Senate will vote on your application based on the evidence provided.

3. Stage 3 - Presidential Appeal

- If the applicant is not satisfied with the Senate decision made at Stage 2, s/he should notify the GPSC voting members about his/her decision to initiate the 3rd stage of the appeal.
- Schedule to appear before the SGA-MMC Student Body President with additional evidence and explain the case.
- The SGA-MMC Student Body President will make a final decision on the case.