

Checklist for GSTA Applications:

- 1) A letter of request for the award from the student indicating: a) program, b) year of study, c) whether or not the student has had a previous award and if so, when, d) the meeting name, location and dates, and e) a statement that the student will be the first or sole author on the presentation. Also, indicate the student's email address on this letter.
- 2) A letter from the student's advisor indicating their support for the request and that the student is in good academic standing.
- 3) A letter from the chair or graduate director indicating their support for the request and that the student is in good academic standing. The letters from the advisor and chair or graduate director can be combined and jointly signed if preferable.
- 4) Written acknowledgement from the meeting organization that the student is invited for a first or sole authored presentation.
- 5) Bundle all these materials together in the same envelop and deliver to Associate Dean Mousseau, 251 Gambrell Hall.