

## GSFF Spring Quarter 2nd Meeting 4.29.2021

### Here's the broad agenda for this meeting:

1. Welcome & Introductions
  - a. Eden — Art History
  - b. Leia — English
  - c. Mike — Physics
  - d. Angela — English
  - e. Jen — Geography
  - f. Shannon — Psychology
  - g. Lucien — English
2. Hands-On: Reviewing a GSFF Application (this will be beneficial to attend to help with your department funding applications)
  - a. Reviewed this document: <https://drive.google.com/file/d/1i330pkPKkBZT1xL7HJZoxLuyUjQ1Rxte/view?usp=sharing>

Found these issues:

    3. need DU student ID (so number should begin 873...)
    4. best to use DU email
    5. need physical mailing address under PioneerWeb mailing address
    6. need to circle Type of Activity
    7. need to include the year of the conference
    8. need to circle Role
    9. no GSPDG opportunity this quarter (and did not include GSPDG materials anyway)
    10. GSA should be GSFF
    11. total reimbursement needs to match — exactly — what is cited on Page 2
    12. need to circle whether will receive any additional funding
    13. need to get signature and date from director / advisor
    14. need to include all receipts and proof of merit
3. Future Business
  - a. Next meeting — Thursday, May 13th at 9am
    - will focus on discussing and Q&A on GSFF's four executive board positions
    - bring all questions (as applicant and/or community member)!
  - b. By next meeting — if you haven't already, definitely reach out to your department to share your funding deadline (and remind folks of some elements from the sample app we discussed: no GSPDG opportunity this AY, include all receipts, include way to link payment to applicant, and include proof of merit if applicable)

As always, reach out with any and all questions, and to share your self- or peer-nominations!

Please note:

1. **For your department to be eligible for funding for the Spring Quarter, you must have a representative present for at least two of our four meetings per quarter.**
  - a. (Please see the meeting schedule on the GSFF [Portfolio Page](#), on the right, under "GSFF Events.")
  - b. If you, the GSFF representative, cannot make a meeting, you may send another member of your department in your place.
2. Just a reminder, here are the Meeting times for the rest of the Spring Quarter:
  - a. GSFF Meeting #2: Thursday 4/29, 9am
  - b. GSFF Meeting #3: Thursday 5/13, 9am
  - c. GSFF Meeting #4: Thursday 5/26, 2–4pm
3. We currently do not have GSFF representation from International and Intercultural Communication or the Religious Studies departments. If you know of anyone from those departments that would be interested in being a GSFF rep, please let us know. We want to make sure all departments are represented!
4. If you are no longer a part of GSFF and/or don't want to receive these emails anymore, please let me know and I will remove you from the email list.