

Cheatsheet for GSC

Department/Division/Major Reps

Each department has a **departmental representative** that must attend at least two meetings a semester in order for their *entire department* to be eligible for conference grants. Furthermore, department reps are essential to effective GSC meetings and improving graduate student life. Here's a [link](#) to the representatives.

Programs with 1-35 students are entitled to submit one representative; 36-70 students, two representatives; more than 70 students, three representatives. Departments have chosen representatives through departmental organization meetings or by having the departmental administrator send out an email asking for volunteers.

SEAS and DMS are broken down by division/program/major.

GSG – Graduate Student Group

DGSO – Departmental Graduate Student Organization

The GSC helps fund GSAS students through departmental graduate student organizations (DGSOs) and graduate student groups (GSGs). Graduate Student Groups offer an opportunity for GSAS students to participate in a wide variety of activities, including many ethnicity-based groups. Click [here](#) for more information.

Note for funding GSGs:

GSC does NOT reimburse individual students; we reimburse the GSG account formed through the Harvard Employees Credit Union.

Note for funding DGSOs:

Departmental Graduate Student Organizations are GSAS student groups affiliated with a Harvard department, division, or program. DGSOs require the official support and backing from the relevant department. It is expected that departmental support will assist in the launching of the organization. Funding DGSOs is through a reimbursement process directly from the department.

Therefore the department must pay for the cost of the event, item, etc. and give their billing code to our Treasurer and/or financial advisor in order to be reimbursed. Please be aware that GSC will not fund expensive catered food, expensive airfare, group luxuries, gifts for speakers, bank account expenses, and website expenses.

Renewal

GSGs **and** DGSOs will go through a renewal process this year. The renewal process requires DGSOs and GSGs to submit paperwork by the end of October. The renewal process is described on the [website](#).

DGSO/GSG Events

Need to be posted to the GSC calendar if funded by GSC. Send an email like [this example](#).

All publications to advertise the event needs to have GSC mentioned, or our logo on the poster/email/etc.

After the event and requesting reimbursement, we need a paragraph of how the event went to be posted in a GSC summary of events document each semester (included in the reimbursement document).

GSC Grants

Conference Grants – up to \$750 and are given through a reimbursement process

Summer Grants – up to \$1000 and are a stipend (they do not require a reimbursement)

Is your department eligible for conference grants? Check [here](#).

These grants are competitive and based on need AND merit! Our [website](#) provides further information.

GSC Mini-Courses

We provide generous financial support, up to \$750 per course, for graduate students to create the two-week course of their dreams during the January term. Courses can be related to a student's research interests, or his or her personal talents and pleasures may direct the organization of the course. In the past, the GSC was able to offer support for mini-courses covering topics in art, literature, math and science. Applications are due in November.

Learn more [here](#).

Funding

All documents for reimbursement (GSGs, DGSOs, grants, etc.) need to be submitted early June. They have to be fully processed by July 1st!

GSG or DGSO representative MUST be present at the GSC funding meeting in order to secure funds. This will be strictly enforced this year.

General

Find the Constitution and By-Laws [here](#).

The GSC sponsors a printer in the Dudley library (3rd floor) where you can print for free!