



## 2020 Summer Public Service Fellowship Program Program Timeline and Checklist for Second Requestors

**Complete this checklist to ensure you are eligible for Fellowship funding.**

Date	Action Item	Completed
November 11, 2019	Review Fellowship Program podcast on CDO website	
November 11, 2019 – January 15, 2020	Draft and submit a Fellowship Application to the CDO; conduct an advising and resume review appointment with your career advisor	
By January 15, 2020	Register to participate in <a href="#">Government &amp; Public Interest Interview Program (GPIIP)</a>	
February 4, 2020	Attend GPIIP Information Session if selected for interviews	
By February 6, 2020	Receive notice from Fellowship Committee about selection status	
February 7, 2020	Participate in GPIIP at Tyler Haynes Commons	
By May 8, 2020	<ol style="list-style-type: none"> <li>1. Complete and submit <a href="#">Employment Form</a> to Leigh Deignan (<a href="mailto:ldeignan@richmond.edu">ldeignan@richmond.edu</a>) in the Law School Dean's Office</li> <li>2. Confirm direct deposit is set up in Bannerweb</li> </ol>	
July 27, 2020	Sign up for a Fellowship Discussion Group via Symplicity	
August 10 – September 4, 2020	Participate in a faculty-led Fellowship Discussion Group	
By September 4, 2020	Submit via Symplicity: <ol style="list-style-type: none"> <li>1. Summer Employment Evaluation</li> <li>2. Interest Questionnaire</li> <li>3. Updated Resume</li> </ol>	