

**2023 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 29, 2022	Review Fellowship Program podcast on CDO website	
November 29, 2022 – January 18, 2023	Draft and submit a Fellowship Application to the CDO; conduct an advising and resume review appointment with your career advisor	
By January 15, 2023	Register to participate in Government & Public Interest Interview Program (GPIIP) - <i>OPTIONAL</i>	
By February 7, 2023	Receive decision from Fellowship Committee about application status	
February 10, 2023	Participate virtually in GPIIP – <i>IF SELECTED FOR INTERVIEWS</i>	
By April 14, 2023	<ol style="list-style-type: none"> 1. Complete and submit Employment Form to lawsummerfellow@richmond.edu. 2. Confirm direct deposit is set up in Bannerweb 	
July 24, 2023	Sign up for a Fellowship Discussion Group via Symplicity	
August 7 – September 1, 2023	Participate in a faculty-led Fellowship Discussion Group	
By September 1, 2023	Submit via Symplicity: <ol style="list-style-type: none"> 1. Summer Employment Evaluation, and 2. Employment Interest Questionnaire 	