

## UCCS Graduate School Research and Professional Development Award Instructions

Research and professional development awards are primarily first come first serve. Due to COVID-19, the campus has restricted university travel and therefore we are expanding the uses of this fund. Graduate students can apply for this award to be used for: publication costs, research support, virtual professional conference registration, other research activities may be considered as fund are available, as well as travel when allowed again by the University. We are open to other opportunities for how to use this award so please contact the Graduate School office if you have questions. Funds will be applied directly to the student's tuition account. If the account balance is zero, a direct deposit refund will be disbursed by the Bursar's office.

**For professional virtual events, publications and other research related activities occurring July 1<sup>st</sup>, 2021, thru December 31<sup>st</sup>, 2021, applications are accepted now until funds are exhausted\* [All receipts must be turned in before December 4th, 2021.](#)**

**For appropriate activities similar to those stated above, occurring January 1<sup>st</sup>, 2022, thru June 30<sup>st</sup> 2022, applications will be accepted on a rolling basis until funds are exhausted \* [All receipts must be turned in before May 1<sup>st</sup>, 2022.](#)**

[Award amounts are up to \\$400](#)

**The grant is treated like a fellowship and reported to the Office of Financial Aid; therefore, please be aware it may affect your student loan package.**

**For international students, this award may be taxed because it is not considered a tuition and fees scholarship.**

The grant is contingent on available funds in the Graduate School.

**First time applicants are given priority as well as virtual conferences.**

*Only applications that are completed and include all required documentation will be considered.*

*The application is an electronic document – please fill in all information in the spaces provided.*

**\*We are open to your definition of professional development. JUST ASK!**

The applicant must be enrolled and in good standing, and the event or research must occur while the applicant is still an active student (part-time, full-time, or registered as a candidate for degree) are eligible to apply.

The applicant must be enrolled during the term that the event occurs (excluding summer). If the event occurs during the summer (and the student is not enrolled), the grant will be applied to the fall bill.

\*A student receiving significant support for same activity (over \$800) from other sources (a fellowship, scholarship, grant, research funding, departmental travel funds) is not eligible for this award.

Here are the required elements to complete the Award application document. Which can be found and submitted online:

- 1) Student legal name, Student ID #, program and contact information.
- 2) Dates of research activity, virtual conference or other related approved event or activity.
- 3) Title and Location of event or activity
- 4) A box to type in your comments of why we should consider funding you for this event or activity
- 5) Faculty advisor contact information
- 6) Applicant must attach a letter from a faculty advisor approving this expense.
- 7) All receipts must also be submitted showing proof of expense [and turned in before the end of the semester in which the award is given. See details below.](#)

**[Please submit all receipts to the Graduate School office via email: \[graddocs@uccs.edu\]\(mailto:graddocs@uccs.edu\)](#)**

**Include in the subject line “Graduate Research and Professional Development Award Application:”**

**Please call us at 719-255-3417 if you have questions regarding your application.**

**The Graduate School office is in Cragmor Hall Room 110.**

*We do not take responsibility for students not receiving awards due to submitting reimbursement requests inaccurately.*