

## **Graduate Recruitment Support Fund Eligibility and Instructions**

In support of graduate program recruitment, the Graduate School is providing limited funds to support faculty travel to recruitment conferences or for campus visits to potential feeder schools during the 2017-2018 academic year. The purpose of The Graduate Recruitment Support Fund is to assist departments in their recruitment efforts. Proposals will be reviewed based on the quality of the plan submitted, which includes the likelihood that the effort will help to diversify the student body and attract promising applicants. Applications are limited to one per department/program, and must meet the following criteria:

- 1.** Graduate School will provide up to \$1,000 towards travel until budget is exhausted. The department/program must certify that they will cover the remaining costs of the recruitment travel.
- 2.** Travel must be by a faculty member unless staff or current graduate student is approved for travel by the Graduate School when application is submitted
- 3.** Travel can be within the state of Colorado, U.S. or international.
- 4.** The travel must assist the department in increasing the diversity and quality of applicants to the graduate program. Applications will be accepted year round. Awards will be made on a first come, first served basis.
- 5.** Applications must be submitted at least 2 months before travel is expected. Exceptions may be granted.
- 6.** If granted an award, programs must book through the Concur Expense/Travel system for transfer of the funds to be used for travel.
- 7.** If granted an award, programs must track information of prospective student inquiries and submit this information to the Graduate School office upon return of travel in order to assess success of this award program.

The Graduate School will provide the following materials for your travel: UCCS Recruitment folders for projected number of students in audience, UCCS merchandise (if available and necessary), a general recruitment PowerPoint to use if needed, general UCCS table cloth and inquiry cards.

The review and awarding of the recruitment funds will be accomplished through a joint committee made up of representatives from the Graduate School and University Advancement. Awards will not exceed \$1,000 unless the application is a collaborative effort between multiple departments. Applications can be found here:

<http://www.uccs.edu/Documents/graduateschool/2016/GraduateFacultyRecruitmentFundApplication.pdf>

Please contact Sarah Elsey for additional information: [selsey@uccs.edu](mailto:selsey@uccs.edu) or 719-255-3072