

Department/Program

Contact Person

(also list person who will be traveling if different from contact person)

Email address

Amount requested

and description of how
the funds will be spent

Phone Number

1. Plan and Timeframe for Expenditure of Award (i.e., where are you travelling and why?)
2. Briefly describe how an award would enhance or extend your current efforts in recruiting diverse, uniquely promising applicants. * Applicants should define diversity in their field and explain how their proposal will enhance efforts to recruit diverse groups in their discipline.
3. Briefly describe how you will assess the value and effectiveness of the supported activity for recruitment.
4. Is the department collaborating with other units on special recruitment activities? If so, how?
5. What is your current recruitment budget?
6. What recruitment materials are needed from the Graduate School? See list of available items on instruction sheet.

Please email the following form to Sarah Elsey, UCCS Graduate School Recruitment and Retention Specialist at selsey@uccs.edu