

UCCS Graduate School Research and Professional Development Award Instructions

Research and professional development awards are primarily first come first serve. Since COVID-19, we have expanded the uses of this fund. Graduate students can apply for this award to be used for: publication costs, research support, professional conference registration, and other research activities may be considered as fund are available. We are open to using this fund for other professional development opportunities, if you have questions about if your opportunity qualifies, please contact the Graduate School.

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 appropriate activities similar to those stated above, occurring during the Fall semester, applications will be accepted on a rolling basis until funds are exhausted * All receipts must be turned in before the last day of the semester.

For appropriate activities similar to those stated above, occurring during the Spring semester, applications will be accepted on a rolling basis until funds are exhausted * All receipts must be turned in before the last day of the semester.

For appropriate activities similar to those stated above, occurring Summer semester, applications will be accepted on a rolling basis until funds are exhausted * All receipts must be turned in before the last day of the semester.

If your event occurs between semesters, please follow the deadlines for the upcoming semester [e.g. if your event happens between Fall and Spring, follow the deadlines for Spring]

Award amounts are up to \$400

This award is 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.

This award is contingent on available funds in the Graduate School.

First time applicants and those in the Graduate Research Academy are given priority.

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).

***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.**

A completed online application (including all necessary documents) is required to be considered for this award. Please note that the application requires a letter from your faculty advisor approving this expense. A link to the application can be found here: <https://graduateschool.uccs.edu/uccs-finances/finance-resources>

***The award will not be given until the event has concluded and we have received all receipts.**

Please submit all receipts to the Graduate School office via email: 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.