2013 Graduate Student Professional Development Awards
The Graduate School is soliciting proposals from graduate students enrolled in degree programs for Professional Development Awards for Spring 2013. The purpose of these awards is to provide support for graduate students to attend major professional meetings at which they present an original paper based on their research. Alternatively, the award can be used to attend conferences in which students will learn professional development skills aimed at preparation for the next step in their careers. Finally, funds may be used to support thesis or dissertation research including books, or other research needs. The funds may not be used to pay personnel or for general research supplies.

Graduate students will develop their proposals, which will be signed and submitted on their behalf by their major graduate advisers (The adviser’s signature indicates approval of the proposal). Funding requests should not exceed $1,500 per proposal. We intend to award approximately 20 awards. Graduate students must be registered during the semester the funds are to be used. Graduate students may not submit more than one proposal. Graduate advisors must provide a 13 fund number on the cover sheet to be used for the transfer of funds upon award notification. Please submit an electronic copy (PDF) of the mini-grant application to Debbie.Sheaffer@colostate.edu. The preferred deadline for receipt of applications is January 31st, 2013. Awards will be made until all funds have been distributed. Funds must be spent no later than June 1, 2013.

Guidelines for Developing an Application
1. Applications are limited to no more than 1 page (double spaced, 12-point font, 1” margins). The budget, budget justification, and coversheet are not included in this one-page limit.

2. The narrative must be formatted as follows:

Student name:
Student ID:
Indicate degree type (master’s plan A- thesis, master’s plan B-project, master’s plan C-professional program, PhD-dissertation):
Department:
College:
Graduate Program:
Name of major adviser:
13 Fund Number for transfer of funds:

a. Project goal
   ▪ Specify the overall objective of the proposal.
b. Quality of Activities

- Define in detail the reason for the request. For example, what meeting do you plan to attend, and why you will attend? How will this meeting support your professional development? How does it relate to your research or your graduate program? For proposals written to support thesis or dissertation research, include a statement of the purpose of the research and why the supplies are needed. Please provide as much detail as possible. Vague requests will not be funded.

c. Provide a timeline for the activities of your proposal (dates of the meeting, location, meeting website; timeline for use of the supplies etc.).

3. Provide a detailed budget and justification for expenses.

4. Obtain adviser signature. (Adviser signature indicates approval of the proposal).

Final Report
A final report must be submitted to Larry Goodridge (Lawrence.Goodridge@colostate.edu) by July 15, 2013. If you have questions or would like to brainstorm an idea, please contact Larry at Lawrence.Goodridge@colostate.edu. Applications should be submitted to: Debbie.Sheaffer@colostate.edu.
2013 Graduate Student Professional Development Awards Cover Sheet
Spring 2013
Graduate School
Colorado State University

Graduate Student Name:

Graduate Advisor Name:

Project Title:

13-fund Account Number and Contact:

Requested Budget Total:

Applicant Signature Date

Graduate Advisor Signature Date

Please electronically submit your application to Debbie.Sheaffer@colostate.edu.