2013 Mini-Grant Recruitment Program Announcement

The Graduate School is soliciting proposals from faculty members for graduate student recruitment activities (i.e. to recruit students who will begin their course of study in the fall of 2013) for 2013-2014. The purpose of these awards is to increase the number of highly qualified students in your graduate programs. Funds may be used for activities such as visiting your in- or out-of-state colleagues and meeting with their top students, or inviting students for an on campus visit. Funds may also be used to recruit students at professional conferences. Funds cannot be used for salary for faculty, administrative professionals, or state classified employees.

Joint applications by multiple faculty members within and across units are encouraged. Faculty members are also encouraged to leverage project monies with unit funds.

Funding requests should not exceed $1,500 per proposal. We intend to award approximately 20 awards. Faculty members may submit more than one proposal. Please 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 deadline for receipt of applications is January 31st, 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:
   a. Project goal
      ▪ Define the expectations of your project.

   b. Quality of Activities
      ▪ Specify the activity that will support your expectations and describe with some detail.

   c. Provide a timeline for the activities of your project.

3. Provide a detailed budget and justification for expenses.

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.
Mini-Grant Recruitment Program Application Cover Sheet
Spring 2013
Graduate School
Colorado State University

Faculty Name:

Unit/College:

Project Title:

13-fund Account Number and Contact:

Requested Budget Total:

_________________________________________________________________

Applicant Signature

_______________________________________________________________

Date

Unit Head Signature     (only if providing funds toward project)

_______________________________________________________________

Date

This coversheet is to be completed and signed by the applicant and unit head if appropriate.

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