

PROGRAM OVERVIEW

In order to increase graduate student numbers, while maintaining and increasing student quality, the Graduate School fund proposals submitted by departments/programs relative to graduate student recruitment initiatives. This year, a total up to **\$70,000** is available to departments/programs to aid in recruitment of new graduate students expected to enroll during in either fall 2017 or spring 2018. Examples of previously funded projects include: campus visitation programs/recruitment weekends, travel to recruitment fairs/conferences, development of recruitment displays/materials, etc.

GUIDELINES

Up to \$2,000 per proposal may be requested. A request for funding requires a 1:1 match from departmental/graduate program funds. These funds may be used to pay for travel, including meals at the per diem rate, but **not** for food and refreshments. Funding must be spent by **June 1, 2017**.

APPLICATION

The application must be completed in its entirety for consideration. Incomplete applications will not be reviewed. **Priority will be given to proposals for new initiatives in your department/program. In addition, any initiatives that are designed to increase diversity will receive special consideration.**

Proposals must:

- 1) describe the nature of the recruiting activity;
- 2) indicate the amount of funding requested, document any departmental match, and provide an explanation of the specific use of funds;
- 3) include a brief plan to assess the effectiveness of the proposed initiative;
- 4) provide an assessment of the effectiveness of recruiting initiatives for which your department/program received under this program in previous years (if applicable)*; and
- 5) identify a contact person who will provide a summary report (one-page maximum) on the efficacy of the proposed recruiting activity.

ACCOUNTING

Instructions on obtaining funds will be sent along with award notices. ***Please refer to the following link from the Controller's Office on all travel for prospective students (pay special attention to items #8 and #10):***

<https://controller.ofa.ncsu.edu/files/2015/09/Travel-Requirements-for-Non-Employees-021215.pdf>. For accounting-related questions, departmental bookkeepers should contact Ashley Chilton, alchilt2@ncsu.edu, or by phone at 515.4472.

SUBMISSION

Proposals should be submitted electronically in the writeable .PDF to **Brett A. Locklear** at balockle@ncsu.edu.

Application Deadline: Monday, AUGUST 29, 2016, 12:00 noon

ANTICIPATED NOTIFICATION DATE: Friday, September 9, 2016

****Please note that proposals that do not include an assessment of the effectiveness of past recruiting activities funded under this program will not be reviewed.***

CONTACT INFORMATION

Title of Project: _____

Name of College: _____

Department: _____ Program: _____

Name of Contact Person Submitting Proposal: _____

Email of Contact Person: _____ Phone: _____

If you are not the responsible party for submitting the final report on the efficacy of the proposed recruiting activity, please provide that person's contact information below.

Name: _____ Title: _____

Email Address: _____ Phone: _____

ACCOUNTING

In order to process your award, The Graduate School will need your **academic affairs (16030) lower ledger 2 project number**. If you have specific questions regarding the accounting piece, contact Ashley Chilton, alchilt2@ncsu.edu, or by phone at 515.4472.

OUC #: _____ Project (FAS) #: _____ (lower ledger 2)

Phase #: _____ (if applicable)

THE PROPOSAL

Provide a written description of the project that:

- 1) explains the need of your project;
- 2) explains how your project will assist the program in recruiting new graduate students;
- 3) identifies the geographic area and/or the population your project will serve;
- 4) describes how you will implement the project to achieve its desired outcomes; and
- 5) lists any collaborating organizations involved in the project (include their specific role, if applicable).

Describe the nature of the recruiting activity (750 words, or less)

Project Outcomes *(200 words or less)*

Evaluation & Assessment Plan *(107 words, or less)*

Project Budget & Explanation *(400 words, or less)*

Amount of Funding Requested:

Amount of Departmental Match

Assessment of Previous Project

Proposals that do not include an assessment of the effectiveness of past recruitment activities funded under this program will not be reviewed. If you do not receive an award, simply mark the box as N/A.

Project Title of Previous Initiative: _____

What was the recruitment activity that was funded last year *(200 words, or less)?*

What were the goals of the program *(200 words, or less)?*

How effectively did you meet your goals/expectations for the project *(200 words, or less)?*

What could have been better about the project/initiative *(145 words, or less)?*

Provide specific data collected from your project, e.g., how many students attended the visitation program, the yield from that visit, the number of enrollees, etc. (345 words)

Overall, how would you rate your project's success, with 10 being the highest and 1 being the lowest?

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

What would you do to improve the project (100 words, or less)?

ADDITIONAL COMMENTS

Are there additional comments or concerns you would like to share with the project manager regarding this program (145 words, or less)?

Thank you for taking time to submit a Graduate School Recruiting Proposal!