

CONTACT INFORMATION

Title of Project: _____

Name of Graduate Program: _____

Name of Contact Person Submitting Proposal: _____

Contact E-Mail Address: _____ Phone: _____

ACCOUNTING

In order to process your award, The Graduate School will need your **academic affairs (16030) lower ledger 2 project number**.

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

Phase #: _____ (if applicable)

ABSTRACT

Program Description

The Graduate School is pleased to continue its partnership with departments/programs to promote a comprehensive and holistic overhaul and vision of the recruiting process with the overarching goal of increasing the number and quality of students applying to and ultimately enrolled at NC State University. An additional outcome is the expectation that those who receive these awards will disseminate the results and develop a set of best-practice guidelines in collaboration with the Graduate School. To achieve these goals, the Graduate School is planning to offer up to five \$10,000 awards that require a \$5,000 match from the program and/or college. These are envisioned as two-year awards, with \$7,500 allotted per year from both funding sources. To assist in the development of these proposals, the Graduate School will be leading a series of workshops devoted to a range of recruiting approaches.

Eligibility & Selection Criteria

All graduate programs are eligible to submit one proposal for funding. Proposals must include a letter of support from the department or college indicating a commitment to provide the 50% match for the award.

Proposals will be evaluated by The Graduate School based on: 1) the potential to directly increase graduate enrollment, and 2) the ability to retain graduate students once recruited. Projects that include a component to increase diversity in graduate education are encouraged.

Submission Guidelines

The application must be completed in its entirety for consideration. Please include the following items and submit the application by **October 16, 2017**.

I. Cover Page

Please include the following:

- A. Graduate program name and contact information for the person responsible for managing the project
- B. The following accounting information: your academic affairs (16030) lower ledger 2 project number (and phase, if applicable) and OUC (This information is needed to process your award.)
- C. A brief abstract of the proposal that includes information about its recruitment goals and activities

II. Recruitment Plan

Please provide a clear description of the recruiting effort that includes the following:

- Rationale, approach to, and need for the proposed recruiting plan
- Description of the objectives and measurable goals of your project
- Description of the components of your project/recruitment methods to be employed
- Reasons why the components of your project will be effective in helping the program achieve its goals and objectives
- A timeline of recruiting activities and for achievement of the goals and objectives
- Identification and description of any budgetary, time, or other constraints that may have an adverse impact on achievement of the goals and objectives

III. Budget

Each proposal must contain an itemized budget including the specific costs of the proposed recruitment activities. Applicants may utilize their own budget format. A brief written justification of each budget item is required. Also, include how the matching funds or other program recruitment funding provided by other sources will augment the Graduate School funding.

- A. Proposals are funded for up to \$10,000 and require a 50% match. In-kind services do not count towards the match.
- B. Please refer to the [Requirements for Non-Employees](#) document (specifically items #8 and #10) if you plan to use funds to bring prospective students to campus.

Timeline

- October 16, 2017 – Proposal Deadline
- October 31, 2017 – Notification of Awards
- May 15, annually – Interim Reports
- June 1 in second year of funding – Final Reports

Post-Funding Requirements

Recipients must submit a detailed analysis of their recruitment plan's efficacy. Each report must include the completed activities, goals and objectives, and the extent to which you met your goals/expectations for the project. Specific data collected from your program that is applicable to the activity should be provided, as well as a broader analysis of the successes of the recruitment plan's various components. Include information on application submissions, acceptances, yield and enrollments from your initiatives, in addition to other, relevant data/narratives.

Those who receive these awards are expected to disseminate their results and develop a set of best-practice guidelines in collaboration with the Graduate School. This includes making presentations on their projects and results at selected meetings throughout the year at such venues as Directors of Graduate Programs Workshops and the annual Graduate Recruitment Workshop.

Submission of Reports and Program Inquiries

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