

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**. If you have accounting-related questions, contact Ashley Chilton, alchilt2@ncsu.edu, or by phone at 515.4472.

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

Phase #: _____ (if applicable)

Program Description

In order to increase graduate student enrollment, while maintaining and increasing student quality, the Graduate School funds proposals submitted by departments/programs to support graduate student recruitment initiatives. Funding is available to departments/programs to aid in recruitment of new graduate students expected to enroll in either fall 2018 or spring 2019. Examples of previously funded projects include campus visitation programs/recruitment weekends, travel to recruitment fairs/conferences, development of recruitment displays/materials, etc.

Funding

Up to \$2,000 per proposal may be requested. These funds may be used to pay for travel, including meals at the per diem rate, but not for food and refreshments. A request for funding requires a 1:1 match from departmental/graduate program funds. Proposals must include a letter of support from the department or college indicating a commitment to provide the 1:1 match for the award. Funding must be expended by June 1, 2018.

Priority will be given to proposals for new initiatives in your department/program. Initiatives designed to increase diversity are strongly encouraged.

Submission Guidelines

Please include the following items and submit the application by **August 28, 2017**. Award decisions will be made by September 15, 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.)

II. Recruitment Plan

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

- 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 achieving your goals and objectives
- A timeline of recruiting activities

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. 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.

IV. Assessment of Effectiveness of Previously Funded Recruiting Initiative (if applicable)

Please provide an assessment of effectiveness of recruiting initiatives (one page maximum) for which your department received funding under this program in previous years. Include the completed activities, goals and objectives, and the extent to which you met your goals/expectations for the project. Data collected from your program that is applicable to the activity should be provided. Include information on application submissions, acceptances, yield and enrollments from your initiatives, in addition to other, relevant outcomes.

Submission of Proposals

Submit your proposal as a PDF file to **Dr. David Shafer, Assistant Dean, at dmschafer@ncsu.edu**.