Funding for Graduate Program Recruitment Activities

Purpose

SFA Office of Research and Graduate Studies has funds available to support the efforts of faculty, students, and staff in SFA graduate programs to recruit prospective students. Our collaborative recruiting for graduate degree programs is centered on the recognition that each program has different needs. Our goal is to assist by providing support for degree programs through improved use of funds and other resources. We continue our commitment to attracting a highly qualified and diverse student community.

Examples of Recruitment Activities

A wide range of activities are eligible for this supplemental funding, including but not limited to:

- Travel for faculty, staff, or current graduate students who will give recruiting talks on other campuses
- Campus visits for prospective students
- GRE/GMAT name buys
- Video podcasts of current student research for broadcast on the program's website.

Allocation

Requests for $500 or less will receive first priority. We prefer that each graduate program submit only one funding application during the academic year. All program requests must be approved by both the academic unit head and respective academic dean prior to submission to the Office of Research and Graduate Studies.

Eligibility

Any faculty or staff member with responsibility for recruiting students to graduate programs may submit a funding request.

Application Instructions

Please provide the following materials:

1. Completed *Recruitment Funding Request* form.
2. A one-page letter that briefly describes the project and indicates what it specifically intends to accomplish. The letter must explain:

- How this funding will further the graduate program's comprehensive recruiting goals
- How it fits into overall recruitment plans for the year
- What will be done to ensure a diverse pool of applicants
- Date(s), location(s) and time of event(s) (if applicable)
3. A brief summary of the recruiting experience of those involved in the project.
    - Include a description of any partnerships with other departments, colleges, schools and/or SFA recruitment efforts in general
4. Attach a budget that details:
    - The expenditures involved
    - All cost-sharing
    - How this request fits into the context of the program's overall recruiting budget
    - Date of project and/or event completion
5. For activities that include travel, please complete the travel portion of the *Recruitment Funding Request* form.
6. Include a brief letter of support from the academic unit head for the program as well as the respective academic dean providing his/her endorsement of the project.

Review Process

Staff in Office of Research and Graduate Studies will review applications, consulting with the deans when necessary, and provide a response within two weeks. If request exceeds available resources, preference will be given to applications that indicate how this request is part of the program's overall strategy for recruitment.

Deadlines: Requests will be reviewed and allocations made until the annual fund has been depleted up to the amount of $5,000 per academic college.

Submission

Please send your requests as e-mail attachments to gschool@sfasu.edu.   For additional inquiries, please contact Dr. Sheryll Jerez at jerezs@sfasu.edu.

Post-Event Report

Awardees will have up to 30 days after the date of the event completion to submit a post-event and financial report. The report should assess the effectiveness of the funded recruitment activity, including an update of the application, acceptance, and enrolment data for the target programs.

If the department's report is not received on time, the department may not be eligible for funding the next funding cycle.

Note: The purpose of these funds is exclusively for recruitment purposes only. Use of these funds for non-recruitment events, programs and/or materials, and failure to submit a post-event report may result in termination of the award. Funds should be expended by the end of the spring semester of the academic year that funds are awarded.

All reimbursement requests for expenditures MUST be submitted before June 1, otherwise the charges may not be reimbursed.