

**Program Announcement: Student Recruitment Mini-Grants  
Colorado State University Graduate School  
September, 2016**

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 2017). The purpose of these awards is to maximize the impact of departmental recruitment efforts, increasing the number of highly qualified students applying to CSU graduate programs. Attention should be given to the recruitment of a diverse student body. Preference will be given to proposals that

- are inclusive in nature, with the potential for recruitment of domestic underrepresented students.
- demonstrate collaboration among faculty, programs, units and/or departments.
- leverage department or program funds.

Funds may be used for any recruitment efforts such as visiting in- or out-of-state colleagues and meeting with their top students, inviting students for an on campus visit, creating brochures, or recruiting at professional conferences. Funds cannot be used for salary for faculty, administrative professionals, work-study, hourly or state classified employees.

The mini-grant award value will be up to \$600 per proposal. Approximately 65 awards will be given. Based on last year, proposals are expected to be extremely competitive, with a high number of excellent submissions. Although the Graduate School would like to be able to fund all of the proposed recruitment activities, it is expected that proposals even with a great deal of merit may not be able to be funded.

Faculty members may submit only one proposal. Joint applications by multiple faculty members within and across units are encouraged, but one faculty member should be clearly identified as the contact person. Faculty members are encouraged to leverage project monies with unit funds.

Please direct questions to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu).

**Application and Final Reporting Guidelines**

- The completed application should be limited to one page (single spaced, 12- point font, 1" margins and following the format. *The coversheet is not included in the one-page limit.*
- Each completed proposal must include the following:
  - Cover Sheet
  - Mini-grant Application Form  
(See example proposal)

Each Cover Sheet must provide a 13 fund number to be used for the transfer of funds upon award notification. If the 13 fund number is not included, the transfer of funds may be delayed.

- A final report must be submitted to Debbie Sheaffer by May 10, 2017. The report should include the following:
  - Cover Sheet
  - Mini-grant Final Report Form
    - ***Mini-grant recipients who do not submit the final report will be disqualified for future mini-grant awards.***

**Timeline**

- Proposals must be submitted electronically to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) no later than 5PM, Monday, October 3, 2016.
- Awardees will be notified by October 21, 2016. Funds will be transferred to the unit/college's account no later than December 1, 2016.
- A final report must be submitted electronically to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) no later than 5PM, May 10, 2017.

**Student Recruitment Mini-Grant**

**Required Cover Sheet**

**Graduate School**

**Colorado State University**

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Faculty Name:

Unit/College:

Project Title:

Requested Total Budget:

13-fund Account Number and Contact Information:

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Applicant Signature      **(required)**

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Date

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Unit Head Signature      **(required)**

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Date

*This coversheet must be signed by the applicant and unit head.*

***Electronically submit your application to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) by***

***5pm, Monday, October 3, 2016***

**Student Recruitment Mini-Grant**

**Required Application Form**

**Graduate School**

**Colorado State University**

**Faculty Name:**

**Recruitment Goal:**

**Summary of the Activity:**

**Timeline:**

**Anticipated Outcome:**

**Budget Outline:**

**Budget Total:**

**Amount Requested:**

**Plan to pay remainder of cost over \$500 if necessary:**

***Electronically submit your Proposal to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) by October 3, 2016, 5PM***

**Colorado State University Graduate School  
Student Recruitment Mini-Grant Application**

## EXAMPLE PROPOSAL

**Faculty Name:** Dr. Jane Smith

**Recruitment Goal:** To increase the number of highly qualified, traditionally underrepresented students applying to the occupational therapy graduate master's and PhD program. Though we have large numbers of applicants, only x% are, on average, from underrepresented groups. Currently x% of our enrolled student students are from underrepresented domestic groups.

**Summary of the Activity:** As a CSU Faculty member, I will be traveling to Howard University, an HBCU, to meet with faculty and students interested in occupational therapy. I will be giving two formal presentations, one to a master's seminar in OT and one to the Occupational Therapy Student Club. I will also be meeting with individual faculty and students throughout the day. I plan to provide interested students and faculty with brochures about CSU and the occupational therapy program. Students and faculty will receive follow-up emails and phone calls from me and the department head. These student will also be connected to OT faculty whose research interests are matched to theirs.

**Timeline:** I will travel to Washington, DC in early to mid-November for 3 days.

**Anticipated Outcome:** Overall, I anticipate interacting with a total of about 45 faculty and students at Howard University in bachelor's and master's programs: 15 students in the graduate seminar and about 20 students in the OT Club. I am also planning to meet individually with 3 faculty members and the students in their research labs (2-3 students in each lab).

**Budget Outline:**

Airline Ticket:	\$300 (DIA, Dulles round trip)
Hotel:	\$175 (1 night @ \$175, Sheraton Inn)
Per Diem:	\$120 (2 days @ \$60)
<u>Transportation</u>	<u>\$176</u> (DC taxi \$50.00, DIA parking: \$24.00, E470 tolls: \$25.00, roundtrip mileage CSU/DIA .51/mi., 152.4 miles = \$77.42)
<b>Budget total:</b>	<b>\$771</b>

**Budget requested:** \$500

**Plan to pay budget difference:** Department funding \$271

**Mini-Grant Student Recruitment**

**Final Report** Cover Sheet

**Graduate School**

**Colorado State University**

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Faculty Name:

Unit/College:

Project Title:

13-fund Account Number used:

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Grantee Signature

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Date

***Electronically submit your final report to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) by **May 10, 5PM, 2017.*****

**CSU Graduate School**  
**Mini-Grant Student Recruitment Final Report**

**Faculty name:**

**Recruitment Goal:**

**Summary of the Activity:**

**Timeline:**

**Outcome:** *Please provide exact numbers related to student interactions..*

**General Expense Report:**

**TABLE SUMMARY**

10 word description of activity	10 word description of your goal	Did you meet your goal? YES or NO	How many perspective students did you interact with?	How many faculty/staff/instructors did you interact with?	Was enrollment of students specified as your goal? YES or NO	If yes, did you meet your goal?	How many students were enrolled because of grant?	How many of these students were domestic students of color?

**Electronically submit your final report to [Debbie.Sheaffer@colostate.edu](mailto:Debbie.Sheaffer@colostate.edu) by May 10, 5PM, 2017.**