

**GPSA FUNDING
WORKSHOP**
SPRING 2015





FUNDING OVERVIEW

GRANTS & SCHOLARSHIP OFFERED

- Student Research Grant (SRG): \$500, each semester
- Professional Development Grant (PDG): \$500, each semester
- Graduate Scholarship Fund (GSF): \$1,000, Fall and Spring

STUDENT RESEARCH GRANT (SRG)

- Up to \$500
- Development and dissemination of research including travel expenses
- Airfare, registration, hotel and per diem
- Supplies and materials necessary for research
 - Software
 - Printing Costs
 - Presentation Materials
 - Data Collection
 - Some types of equipment
- Conference at which **YOU ARE PRESENTING**

PROFESSIONAL DEVELOPMENT GRANT (PDG)

- Up to \$500
- Travel expenses that further the professional and career development of students:
 - Conferences
 - Classes
 - Workshops
 - Interviews
 - Auditions
- Conferences at which YOU ARE **NOT** PRESENTING

SRG AND PDG APPLICATION COMPONENTS

- 700 word proposal that addresses SRG/PDG scoresheet
- Detailed, line item budget
- That's it!

GRADUATE SCHOLARSHIP FUND (GSF)

- \$1,000
- Designed to help students complete their degrees
- Must be within (3) three semester of graduation
- Need based – 35% of application based on financial need
- Requires FAFSA

GSF APPLICATION COMPONENTS

- 500 word proposal that addresses GSF scoresheet
- Letter of Recommendation that demonstrates applicant is within 3 semesters of graduating, is in good academic standing, and supports applicant's statement of financial need
- That's it!

GUIDELINES & RULES

- Must be an enrolled graduate student who has paid the GPSA fee
- One application per semester for each grant/scholarship
- Anonymous Proposal and Budget (do not include your name in proposal or budget)
- Proposals must be your sole, original work
- For Grants:
 - Can fund one event or activity in the current, next, or previous semester (ie, retroactive funding)
 - No salaries, internships, tuition, organization fees, or social function expenses
- Read bylaws online for full details

DEADLINE

- Deadline for submission:
Friday, February 27th at 5:00 pm
- All applications must be submitted online at:
gpsagrants.unm.edu



WRITING A PROPOSAL

KEYS TO CRAFTING A COMPLETE, SUCCESSFUL APPLICATION

1. Know your audience and perspective
2. Write to the scoresheet sections:
 - Background
 - Benefits
 - Composition
 - Budget
3. Review and revise

1. KNOW YOUR AUDIENCE & PERSPECTIVE

- All proposals are *peer reviewed* by 3 fellow graduate students
- Readers are chosen by academic perspective:
 - **Fine Arts & Design (FAD):** Includes any visual arts, performing arts, and other forms of creative production, including some work in architecture and planning.
 - **Humanities (HUM):** Includes but is not limited to work in ethnology, history, literature, languages, philosophy, or religion. Often uses methods described as critical and/or interpretive.
 - **Science, Technology, and Engineering & Mathematics (STEM):** Includes any work grounded in mathematics and/or the physical sciences, including computer science and medicine.
 - **Social & Behavioral Studies (SBS):** Includes but is not limited to work in area studies, communication, education, law, management, public policy, psychology, and sociology. Often overlaps with humanities and/or STEM.

2. WRITE TO THE SCORESHEET

- Scoresheets outline the criteria that readers will use to evaluate your proposal
- Scoresheet sections:
 1. Background
 2. Benefits
 3. Composition
 4. Budget

BACKGROUND

- Paint a clear picture of who you are and why you are seeking funding.
- Give specific, vivid details on why you are attending a conference.
- State why attending this conference is important

EXAMPLE

Poor: “I am a student seeking funding for my dissertation research.”

Better: “In my current studies as **a second year doctoral student in the department of history, I have been researching homosexual oppression** in the United States **with the intent to publish** a scholarly article.”

EXAMPLE

Poor: “I will be able to network with super interesting professionals in my field at the conference.”

Better: “I will be networking with **Dr. Cornel West from Princeton** whose research on the **U.S. Mexico Border** intersects with **my dissertation chapter on reforms to U.S. federal immigration policy.**”

BENEFITS

- Describe benefits clearly and explicitly
- Be as *specific as possible*; poor applications suffer from being too vague
- How does the activity benefit not only you, but the academic community and UNM?

EXAMPLE

Poor: “Presenting this research will allow me to share my highly specialized knowledge with a broader community of like-minded people.”

Better: “My research **corresponds directly with the goals of several international research societies** and **expands on the information surrounding freshwater ecosystems**. Presenting my work that was conducted **in New Mexico** on an international stage **will affirm UNM’s position at the forefront** of freshwater research programs.”

COMPOSITION

- Write for a general academic audience
- Avoid jargon and define all terms
- Make sure proposal is free of grammatical and spelling errors

BUDGET

- Include the entire budget for the project
- You will not be evaluated on the amount requested. However, you should make sure your budget is economical.
- Demonstrate that you have researched your budget (cite web links, name special deals, etc).
- List specific dates, hotels, airlines, etc.

EXAMPLE

Budget Item	Description	Amount	Funded by PDG	Other Sources of Funding	Other Sources
Southwest Airlines Flight	Roundtrip ABQ to Baltimore. Depart 5-9-2014 Return 5-11-2014 Cheapest flight on skyscanner.com	\$400	\$400	Also requested from OGS.	\$0
Lodging at Holiday Inn	Cheapest hotel a few blocks away from the conference (which is held at Hilton). Total cost is \$158.40 and I am splitting the cost with another student. http://hostels.com/blowoutpspecial/2123	\$158.40	\$100	Requesting CFA departmental funding	\$58.40
Conference Registration	Student Rate	\$145	\$0	Requesting departmental funding, otherwise out of pocket expense.	\$145
Conference Association Membership	Membership fee	\$50	\$0	Out of pocket	\$50
Meals Per Diem, Wed. evening-Sun. evening	Breakfast free w/ hotel Lunch provided by conference Dinner estimated \$20/night	\$40	\$0	Requesting departmental funding, otherwise out of pocket expense.	\$40

3. REVIEW AND REVISE

- Find someone to proofread. Seriously!
 - Peer in department
 - Peer outside department
 - Peer who has received a grant
 - Graduate Resource Center (GRC)



SCORING & AWARDS



SUBMISSION

GRANT CYCLE OPENS

Two weeks after start of semester in the spring and fall.

SUBMISSION DEADLINE

Four weeks after cycle opens. Late Applications are not accepted.

SCORING

GRANTS ASSIGNED TO READERS

Grants read by three readers each.

SCORES NORMALIZED

Initial scores tabulated and ranked.

REREADS

Any grants with 25 range in scores are assigned to two additional readers for re-reads

AWARDS

AWARD NOTIFICATIONS

Applicants notified whether they have been awarded funding.

APPEALS

Applicants who are not happy with their scores may appeal within 14 days of notifications.

READING PROCESS

- Three readers total
- Readers are fellow graduate and professional students
- Readers will NOT be from your department
 - One reader from your perspective,
 - One reader from outside your perspective, and
 - One reader will be randomly assigned

SCORING PROCESS

- 3-4 week reading/scoring process
- Readers' scores are normalized ranked

$$\frac{(\text{Raw Score} \times \text{Group Average})}{\text{Reader Average}} = \text{Normalized Score}$$

- Applications are sent for rereads when there is a 25 point difference in highest and lowest score
- Appeal process available

QUESTIONS?

Stop by our office in the SUB, Room 1021

Phone: (505) 277-3803

Email: gpsafunding@unm.edu

Website: gpsagrants.unm.edu