

University Graduate School Support for Enhancement of Doctoral Student Recruitment 2014-2015

The University Graduate School (UGS) is pleased to announce its 2014-2015 initiative to assist doctoral programs to recruit highly-qualified Ph.D. students. UGS will make recruiting money available for each academic unit with a doctoral program. In response to your requests to accommodate the diverse recruiting needs of the units, potential uses of these funds include but are not limited to the following:

- Recruitment efforts targeted toward potential Presidential Fellows
- Travel for highly-qualified **admitted** Ph.D. students to visit campus (the department is responsible for travel arrangements)
- Advertisements
- Direct mailings
- Purchase of mailing lists/e-mail lists
- Open houses or other on-campus recruiting event(s)
- Recruitment events at local industries, employers, professional societies, etc.
- Internet-based conferencing with prospective students
- Travel for faculty to recruit at conferences or universities
- OPS support for recruiting efforts

This initiative for enhancement of recruitment is being supported with non-recurring funds, such that these funds may not be available in subsequent academic years. Units should plan accordingly.

Eligibility:

Ph.D.-granting units at Florida International University. (Several Ph.D.-granting units within a College/School may submit a combined proposal. Master's programs can be considered on a case by case basis. Master's programs that are feeder programs to doctoral programs can apply in partnership with the doctoral granting units.)

IMPORTANT note for units that received recruitment funds last year: If the unit has not submitted the required summary report of last year's recruitment activities, the unit will not be eligible to receive funds until the report is submitted and approved by UGS. If the 2013-2014 award was not spent in its entirety, the unit is not eligible to receive funds this year.

Amount of Support: Awards are up to \$5,000 per unit.

Since these funds are intended for *enhancement* of Ph.D. recruitment, Ph.D.-granting units are required to commit matching funds for these activities. Each proposal should have a cost-sharing commitment from the department and/or the College/School.

Deadlines:

Proposal submission due October 1st, 2014

Deadline to expend recruitment funds is May 31st, 2015

Required recruitment activities report due May 31st, 2015

Funding decisions will be made by the UGS leadership team; please allow 10 days for processing.

Proposals must include the following information (not to exceed 3 pages):

- Proposal Cover Sheet (attached)
- E&G account number to which the funds should be transferred if awarded. (Although the UGS is not opposed to supporting recruitment plans that include social activities, be cognizant that E&G funds cannot be used to buy concession items such as food or beverages.)
- Additional Ph.D.-granting units(s) and/or programs (e.g., M.S. programs) that would potentially benefit from recruitment efforts
- Outline of overall 2014-2015 recruitment plan for the Ph.D. program
- Portion of the recruitment plan for which funds are being requested
- Estimated Budget
 - Expenses
 - Specifics of cost sharing commitment

Please submit proposal **to Louis Farnsworth by October 1st** – in person, PC 230; by email Louis.farnsworth@fiu.edu; or by fax, 305-348-3433.

Disbursement of Funds:

Funds will be disbursed to the unit submitting the application upon approval of program proposal by UGS. Please allow 10 business days for processing. (Programs are not required to submit invoices to UGS for payment.)

Limitations on student travel/usage of funds:

Airfare is limited to travel within the domestic US and US territories, and no more than 2 nights of lodging may be provided. Funds for an individual candidate are not to exceed \$1,000. Funds *cannot* be used for concession items including food/drink.

Reporting Requirement Deadline (May 31, 2015):

Departments receiving funds from this initiative must submit a 1-page report to UGS which details both the activities and the outcomes of the UGS-supported recruiting effort(s) by May 31, 2015.

**University Graduate School Recruitment Enhancement Initiative
2014-2015
Proposal Cover Sheet**

Name of Unit Representative:

PhD Granting Unit:

Room/Office #:

Phone Number:

Email Address:

Amount of Funds Requested:

(\$5,000 max)

Unit/College Match:

Budget Manager Name:

Phone Number:

Budget Manager Email:

Department ID Number (E&G Accounts only) to Transfer Funds:

Important: please allow 10 business days for processing.

Internal Use Only

Date submission was received: ___/___/___

Date match confirmation was received: ___/___/___

Amount approved: \$_____

UGS signature: _____ Date: ___/___/___

Date memo was sent to the unit: ___/___/___

Date of funds transfer: ___/___/___

Date report was received: ___/___/___

Please submit proposal to **Louis Farnsworth** – in person, PC 230; by email Louis.farnsworth@fiu.edu; or by fax, 305-348-3433.

Deadline for proposal submission - October 1st, 2014