



Research and University Graduate School Enhancement of Doctoral Student Recruitment

The Research and University Graduate School (RUGS) is pleased to announce its 2009-2010 initiative to assist doctoral programs to recruit highly-qualified Ph.D. students. RUGS 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 and McKnight Fellows
- Travel for highly-qualified **admitted** Ph.D. students to visit campus (Department responsible for travel arrangements)
- Advertisements
- Development of recruiting materials
- Direct mailings
- Development of an electronic brochure
- Purchase of mailing lists/e-mail lists
- Host open houses or other on-campus recruiting event(s)
- Host recruitment events at local industries, employers, professional societies, etc.
- Web site enhancement
- Internet-based conferencing with prospective students
- Travel for faculty to recruit at conferences or universities
- OPS support for recruiting efforts
- Other

This 2009-2010 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.

Since these funds are intended for *enhancement* of Ph.D. recruitment, there is an expectation that Ph.D.-granting units have also committed resources to these activities. Each proposal should have a cost-sharing commitment from the department and/or the College/School.

Amount of Support:

Awards are not expected to exceed \$5,000 per unit, but all proposals will be entertained. Joint proposals are encouraged.

Deadlines:

Proposals will be accepted in the UGS office, PC 230, on a rolling basis throughout the fiscal year. However, it should be understood that funding is limited and will decrease in availability as the fiscal year progresses. Funding

decisions will be made by the RUGS leadership team. Allow 5 days for a decision on a submission. June 1, 2010 is the final deadline for transferring of funds within a fiscal year.

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

Ph.D.-granting unit(s) applying for the recruiting funds

E&G account number to which the funds should be transferred if awarded. (Although RUGS 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 2009-2010 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 from the department and/or college

Disbursal of Funds:

Funds will be disbursed to the unit submitting the application upon approval of program proposal by UGS.

Limitations: Airfare is limited to domestic travel and no more than 2 nights of lodging may be provided. Funds for an individual candidate are not to exceed \$1,000.

Reporting Requirement Deadline (May 21, 2010):

Departments receiving funds from this initiative must submit a 1-page report to UGS, PC 230, which details both the activities and the outcomes of the recruiting effort by May 21, 2010.

UGS Contact: Cristy A. Calderón-Coto, (Office) 305.348.0394 and/or (Email) ccaldero@fiu.edu



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Proposal Cover Sheet

Name of Unit Representative: _____

Office Phone Number: _____

Campus Address: _____ Email Address: _____

Department Requesting Funds: _____

College/School: _____

Name of the Dean or Associate Dean: _____

Email Address: _____

Budget Manager Name: _____ Office Phone Number: _____

Budget Manager Email: _____

Department ID Number for Funds Transfer: _____

Internal Use Only

Date submission was received: ___/___/___

Date match confirmation was received: ___/___/___

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

Date of funds transfer: ___/___/___

Date report was received: ___/___/___