



Graduate & Professional Student Association

## Guidelines for Writing a Strong GPSA Sponsorship Application

### Application components checklist:

In order for a sponsorship application to be considered complete and eligible to receive the maximum number of points (20) in the scoring process, it must include:

- A cover page with all information completed (1 point maximum)
- A project description/explanation of activities (10/8/6 point maximum, based on tier)
- A letter of recommendation from a member of the applicant's committee (3 point maximum)
- A detailed itemized budget (6 point maximum)

GPSA funding is awarded on a competitive basis; therefore, applications missing any of these components might not be funded.

### Description of each part of the application:

The cover page must be signed, dated, and all sections completed

A strong project description/explanation of activities section is coherent, well-organized and includes the following:

- A concise summary of the project, presentation, or performance
- An explanation of the significance of the activity to your field of study, and how it will contribute to your department, the community and/or UNLV (addressing all of these will make an application particularly strong)
- An explanation of the strength of your role in the project/presentation/performance (in other words, how exactly are you contributing to this project, what is your part in it?)
- A description of the methodology, expected results and evaluation methods you will be using (if giving a presentation, for the project you are presenting)
- A description of the specific goals of the project (what exactly are you trying to accomplish with this project?)
- A timeline for the project from initiation to completion (if a presentation/performance, when it will occur)
  - For presentations, include a brief description of planned activities at the conference
- A statement of the intended use of the sponsorship funds (which parts of the project/presentation/performance will be covered by this funding)
- A discussion of why your project/presentation/performance should be funded (explain why the GPSA should support your request, this could include discussion of how this support would benefit the GPSA, your department, and/or UNLV)
- Also considered here is the strength and innovation of the research being conducted/presented, or the performance, and how UNLV will be represented by this work/presentation/performance (strong applications will include projects that are innovative and impactful with reasonable goals and timelines, and that will reflect positively on UNLV)

A strong faculty letter is:

- Free of grammar and spelling errors
- Written by a member of the applicant's committee
- Individualized and specific to the applicant's strengths and their project (for example, a letter that is very detailed and demonstrates familiarity with the student and their work is stronger than a generic letter that does not specifically discuss the student's work or ability)
- Addresses the quality and value of the project or the necessity of attending the conference
- For emergency applications, addresses the need for emergency status

A strong budget section is:

- Neat and organized (often, tables maintain organization and convey information easily)
- Itemized
  - Break down items requested by unit price, number of units, and total price for each item
- Detailed
  - Describe what the item is (for example, for an item listed under the "Travel" section might be described as "Roundtrip airfare from Las Vegas, NV to San Francisco, CA on Southwest Airlines")
- Supported with a justification section
  - You should justify why you chose to include each item and how the price was determined (for example, a hotel might have been chosen because in a search using various travel search engines, it was the least expensive hotel in close proximity to the conference being attended)
- Supported with supplemental materials
  - This can include internet searches quoting prices for travel, hotel costs, materials needed to conduct research, etc.
  - While attaching printouts for internet searches and price quotes is helpful to the committee in checking information and showing that you searched for the lowest prices, it does not replace the need for an organized, detailed, itemized budget with a justification
- The committee is also appreciative of applicants being attentive to finding the lowest costs and, if attending conferences, sharing expenses such as hotel and transportation costs with other students going to the same conference

Please keep in mind that when the GPSA Sponsorship Committee evaluates applications, we take into consideration that not all disciplines follow the same paradigm and we do not prioritize the applications of any one discipline over another. For more information about applying for GPSA Sponsorship, or to access the application cover sheet and detailed instructions for applying, visit the GPSA Sponsorship website at <http://gpsa.unlv.edu/grants/grants.html>.