



GRADUATE & PROFESSIONAL  
STUDENT ASSOCIATION  
division of sponsored funding

UNLV

# SPONSORSHIP WORKSHOP

# WORKSHOP OVERVIEW



Introduction



How to apply for GPSA  
funding



Tips to make your  
application great



Q & A



Learn about GPSA  
Sponsorship,  
deadlines, and other  
information



Provide information  
about the application  
process and how  
applications are  
scored



Review examples to  
learn more about  
scoring individual  
applications

## PURPOSE OF THIS WORKSHOP

# GPSA: WHERE TO FIND US



- Homepage:  
<https://www.unlv.edu/gpsa>
- Sponsorship:  
<https://www.unlv.edu/gpsa/sponsorship-awards>
- CBC-C 111 or Graduate Commons LLB 2141

# SPONSORSHIP DETAILS



**\$2,500 maximum  
request amount**



**Award decisions within 6 weeks**

# 2022-2023 SPONSORSHIP BUDGET

- \$175,000 funding pool
- Goal: fund as many eligible applications as possible
  - *Based on quality determined by scoring rubric and the Sponsorship Committee*

# THE APPLICATION

- Online through GPSA Sponsorship website:  
<https://www.unlv.edu/gpsa/sponsorship-awards/sponsorships>
- Submit the following materials:
  1. Explanation of activities
  2. Budget
  3. Supporting documentation for ALL items on budget
  4. Faculty endorsement (post-application submission)

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED!**

# EXPLANATION OF ACTIVITIES

- Concise project summary – limit one page
  - Research, presentation, or performance
  - Avoid jargon
  - Proofread for spelling and grammar
- Significance of project
  - Intellectual merit
- Broader impacts of your project
  - GPSA, UNLV, the community, your field
- Timeline



# BUDGET

## MUST BE:

- Itemized
- Detailed
- Accurate
- Justified
- Supported

**Itemized Budget**  
**Dissertation Travel for Data Collection**

Travel Item	Description*	Unit Cost	Total Cost	Amount Requested from GPSA
Airfare	Airline fees and taxes <sup>1</sup> (Delta)	\$270.00 for 1 adult ticket (\$42.80 in fees and taxes)	\$312.80	\$312.80
Lodging	Hotel fees and taxes <sup>2</sup> (Red Roof Inn)	\$58.32 avg. daily cost (\$7.63 in daily fees and taxes) (3-night stay)	\$197.86	\$197.86
Transportation	Car rental fees and taxes <sup>3</sup> (Enterprise Economy Car)	\$30.06 avg. daily cost (\$22.11 in daily fees and taxes) (3-day rental)	\$112.29	\$112.29
	Parking <sup>4</sup>	\$12.00/day	\$36.00	\$36.00
Per diem	Food and Gas <sup>5</sup>	\$56.00/day	\$168.00	\$0.00

Total Amount Requested for GPSA Grant: \$658.95

Total Amount to be Paid by Student: \$168.00

Total Projected Costs: \$826.95

### \*Explanation of Costs

<sup>1</sup>Delta airlines was chosen because it is the least expensive carrier that arrived and departed at the necessary times. I have selected a red-eye flight into Madison in order to arrive on campus in time for my classroom observations on Thursday, October 27. I will be leaving Madison on Sunday, October 30 in order to accommodate additional interviews within my travel schedule.

<sup>2</sup>The Red Roof Inn was chosen as it is the least expensive hotel in the near vicinity of the UW-Madison campus. There are less expensive options; however, they are only slightly less expensive and significantly farther away from campus.

<sup>3</sup>I chose to rent an economy car in order to travel between the airport, hotel, and the UW-Madison campus. I have assessed taxi transportation to and from the airport and between the hotel and campus and determined that it was less expensive to rent a car and park rather than pay for a taxi service for the duration of my travels.

<sup>4</sup>Parking fees for on campus parking are assessed daily. As I will be on campus from mid-morning to mid-afternoon, All-Day parking was chosen as the less expensive parking option.

<sup>5</sup>Per diem costs were identified by USGSA at \$56.00/day for Madison (see Appendix). Please note, this cost has not been requested as part of this grant. Discretionary spending will be provided at the student's expense.

# BUDGET SUPPORTING MATERIALS EXAMPLES

## Rates

National Conference registration fees are based on eligibility criteria and NACAC membership categories. To receive the member registration rate your membership must be current.

Make sure you meet the eligibility criteria required for the registration type you select. Should you not meet the criteria, you will be responsible for all fee changes associated with modifying your registration. You must be an individual member of NACAC in order to pay the member rate for the 2016 national conference. Have questions about your membership? Contact [dmtcenter@nacacnet.org](mailto:dmtcenter@nacacnet.org).

	Early Registration March 29 - July 19 Member/Nonmember	Regular Registration July 20 - Aug. 23 Member/Nonmember	Late Registration Aug. 24 - Sept. 24 Member/Nonmember
<b>Secondary School Independent Counselor Community Based Organization (CBO)</b>			
1-Day (Thursday, Friday or Saturday)	\$185/\$315	\$200/\$350	\$235/\$385
<b>College/University Organization</b>			
1-Day (Thursday, Friday or Saturday)	\$185/\$335	\$220/\$370	\$255/\$405
<b>Retired</b>	\$190/\$265	\$225/\$300	\$260/\$335
<b>Student</b>	\$210/\$265	\$245/\$300	\$280/\$335
<b>Exhibit Personnel</b>	\$325	\$360	\$395

Provide three (3) comparisons for all items listed in your budget table.

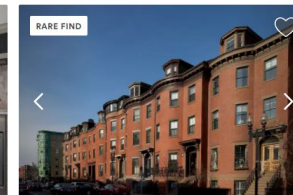
Items without comparisons and justifications will be excluded from your requested amount.

Total per person	Airline	Departure   Arrival	Duration	Stops
\$464	A Major Airline	LAS 7:45a - BOS 3:41p	4h 56m	0
Select	American Airlines	BOS 5:05p - LAS 9:45p	7h 40m	1
Flight Details				
\$464	A Major Airline	LAS 7:45a - BOS 3:41p	4h 56m	0
Select	American Airlines	BOS 2:40p - LAS 7:42p	8h 2m	1
Flight Details				
\$464	A Major Airline	LAS 9:58p - BOS 5:55a	4h 57m	0
Select	American Airlines	BOS 5:05p - LAS 9:45p	7h 40m	1
Flight Details				

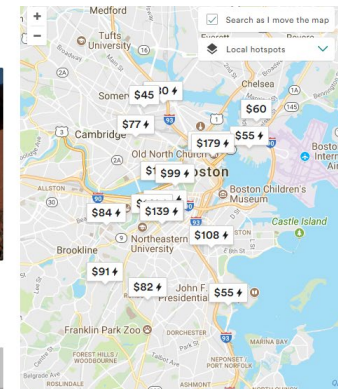
Room type Price range Instant Book More filters



ENTIRE APARTMENT - 2 BEDS  
\*Luxury2beds\*/free parking Boston  
\$139 per night  
★★★★★106



PRIVATE ROOM - 1 BED  
So End Rm by Prudential & Back Bay  
\$92 per night  
★★★★★218



# A NOTE ON SUPPORTING DOCUMENTS

- Anything you are asking for MUST be accompanied by supporting documents that provide proof of cost and comparisons
- A receipt alone is not a supporting document

# NON-COVERED ITEMS

- Per Diem
- Salaries and/or wages
- Honorarium
- Service and/or volunteer compensations
- Routine supplies
- Thesis/dissertation copies/posters
- Professional organization membership dues/fees

# UNLV FACULTY APPROVAL

Upon submission of your application your advisor will be emailed the following:

## Approval Required

The application for sponsorship funding noted below requires a faculty endorsement. The student (requester) listed you as their committee member, advisor, graduate coordinator, or program director. This student's application will be considered incomplete without the faculty endorsement and denied funding.

Please click the Approval Step link provided below to approve (endorse) or reject (no endorsement) this student's application within the next five (5) business days.

NOTE: Applications for GPSA Sponsorship funds do not require a letter of recommendation. More information can be found on the GPSA Sponsorship website, [www.unlv.edu/gpsa/sponsorship-awards/sponsorships](http://www.unlv.edu/gpsa/sponsorship-awards/sponsorships). We appreciate your involvement in the academic and professional development of graduate and professional students at UNLV. Please respond to this email should you have any questions or concerns.

To act on this Approval Step, click the link below:

[GPSA Sponsorship Application Faculty Endorsement Required Approval Step](#)

## Service Request Details

Application ID 494359

Sponsorship Application

Requester

UNLV Student

To comment on this item, reply to this email.

# UNLV FACULTY APPROVAL, CONTINUED

The approval link will take your faculty member to the following page to Approve (endorse) or Reject your funding application.



[Home](#) [Services](#)

[Project Requests](#) [Ticket Requests](#) [My Favorites](#) [My Recent](#) [My Approvals](#) [Services A-Z](#) [Search](#)

### Current Workflow Step

#### Service Request Details

**Service Request**  
496698: [Sponsorship Application](#)

#### Approval Step Details

**Step**  
GPSA Sponsorship Application Faculty Endorsement Required

**Assigned To**  
[Virginia Smercina](#)

The workflow will move forward once **any** approver approves this step.

#### Description

The application for sponsorship funding noted below requires a faculty endorsement. The student (requester) listed you as their committee member, advisor, graduate coordinator, or program director. This student's application will be considered incomplete without the faculty endorsement and denied funding.

Please click the Approval Step link provided below to approve (endorse) or reject (no endorsement) this student's application within the next five (5) business days.

NOTE: Applications for GPSA Sponsorship funds do not require a letter of recommendation. More information can be found on the GPSA Sponsorship website, [www.unlv.edu/gpsa/sponsorship-awards/sponsorships](http://www.unlv.edu/gpsa/sponsorship-awards/sponsorships). We appreciate your involvement in the academic and professional development of graduate and professional students at UNLV. Please respond to this email should you have any questions or concerns.

✓ Approve

✗ Reject

↶ Re-send Notification

**Requestor**

VS

[Virginia Smercina](#)  
[virginia.smercina@unlv.edu](mailto:virginia.smercina@unlv.edu)

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# APPLICATION TIPS

- Include ALL necessary components
- Proofread
- Have someone outside your area of expertise read your explanation of activities
- Ensure that your budget is organized, itemized, justified, AND supported with supporting documents
  - The committee looks favorably on students who minimize cost
- Follow the guidelines on the website

# FUNDING PRIORITIES

- High Priority / Tier 1
  - Research (travel or materials) required for graduation
- Medium Priority / Tier 2
  - Conference travel to present a scholarly project
- Low Priority / Tier 3
  - Conference travel without presentation



# SCORING

Applicant's Name:						
School/Department:						
APPLICATION MATERIALS	Application Materials: Relevant Components	Application Materials: Scoring Rubric				Score
Explanation of Activities	<p>► <b>Significance of Activity/Research.</b> Provides relevant background information about the applicant's research and/or field of study in general terms. In narrative form, a description of the methods and specific aims or objectives of the research is provided. Describes the current understanding of the research problem, identifies the gap(s) in the science, and briefly describes the study's novelty or innovation.</p> <p>► <b>Activity Summary.</b> Provides an overview of the proposed activity including, but not limited to, role in and the purpose of the activity. A description of the purpose of the activity being conducted, significance to degree progression and completion, and implications to the applicant's field of study. Provides a discussion of how this activity will contribute to and benefit degree progression, the GPSA, and the UNLV community.</p> <p>► <b>Intended Use of Funds.</b> Explicitly states intended use of the sponsorship funds and why the project should be funded.</p> <p>► <b>Timeline &amp; Future Work.</b> Provides information about the expected timeline. If proposing research, provide details on project completion steps. If proposing travel, include a brief discussion of planned activities.</p> <p><i>Note : Points may be deducted for going over the word/page limit.</i></p>	<p><b>INCOMPLETE</b></p> <p>No materials are included, rendering application incomplete. Application shall be disqualified.</p>	<p><b>3 POINTS</b></p> <p>The applicant provides some information about the proposed activities but does not touch on the items outlined in the relevant application components (as per the operating policy) and does not provide a complete understanding of the proposed activities.</p>	<p><b>5 POINTS</b></p> <p>Explanation of activities discuss at least two of the relevant and required components in a coherent and well-organized manner.</p>	<p><b>6 POINTS (16)</b></p> <p>The applicant provides a coherent, well-organized, and detailed explanation of activities. The document includes all the relevant and required components. Documents is easily understood and meets formatting guidelines.</p>	10
Budget	<p>► <b>Itemized.</b> Break down items requested by unit price, number of units and total price for each item. Presented as a budget table.</p> <p>► <b>Detailed.</b> Short descriptor of the item.</p> <p>► <b>Justified.</b> Explain why item was chosen, even if funding for item is not being requested, and how the price was determined. Include description of how each item will be used in the proposed activity. Preference is given to least expensive items.</p> <p><i>Note : Points may be deducted for going over the word/page limit.</i></p>	<p><b>INCOMPLETE</b></p> <p>No materials are included, rendering application incomplete. Application shall be disqualified.</p>	<p><b>2 POINTS</b></p> <p>Only either a budget table or narrative justification is presented, not both.</p>	<p><b>4 POINTS</b></p> <p>An itemized and/or detailed budget table of projected expenses is provided with some justification for some line items.</p>	<p><b>6 POINTS</b></p> <p>Both (1) an itemized and detailed budget table of projected expenses and (2) a detailed justification narrative (with all line items accounted for) are provided.</p>	6
	<p>► <b>Supplemental Materials.</b> Includes printouts of budget line item comparisons; hyperlinks not accepted. For research applications include no less than two comparisons and for travel applications include no less than three comparisons, including the chosen item. If no comparisons can be given, item is discussed and justified in budget justification narrative; items with no comparisons are not eligible for funding.</p>	<p><b>INCOMPLETE</b></p> <p>No materials are included. Application may be disqualified at the discretion of the committee..</p>	<p><b>1 POINT</b></p> <p>Only the price search of the chosen budget line items, for which funding is being requested, are shown.</p>	<p><b>2 POINTS</b></p> <p>At least 50% of comparable budget line items, for which funding is being requested, present complete supplemental materials.</p>	<p><b>4 POINTS</b></p> <p>All comparable budget line items, for which funding is being requested, present supplemental materials. Supplemental budget materials include no less than (travel sponsorship) three price search comparisons or (research sponsorship) two price search comparisons from different vendors.</p>	4
Committee Discussion		<p><b>3 POINTS</b></p> <p>Bonus points. Point awarding at the discretion of the committee based on a holistic review of the merit of application. Comparisons between similar and past applications may be made.</p>				3
					TOTAL SCORE =	23
					MAX POINTS POSSIBLE =	20

# UPCOMING DEADLINES



## Recommended Application Deadlines – submit apps early!

*ALL applications for GPSA sponsorship are due sixty (60) days prior to the activity start date.*

### ACTIVITY APPLICATION DEADLINES

Application Deadline	Activity Starts in Month of
August 31	November
September 30	December
October 31	January
November 30	February
December 31	March
January 31	April
February 28	May
March 31	June
April 30	July
May 31	August
June 30	September
July 31	October

# WHY DIDN'T I GET FUNDING? *Common Issues*

- Funding is *extremely competitive* and based on the quality of applications
- Some issues that may reduce your chance of funding:
  - You were missing documentation
  - The explanation of activities was incomplete, difficult to read, or contained errors
  - The budget was not justified or itemized
  - You did not include supporting documents
  - You asked for non-covered items
  - You did not attempt to cut costs



# QUESTIONS & DISCUSSION

