WORKSHOP OVERVIEW

- Introduction
- How to apply for GPSA funding
- Tips on how to make your application great
- Q & A
PURPOSE OF THIS WORKSHOP

1. Learn about GPSA Sponsorship, deadlines, and other information
2. Provide information about the application process and how applications are scored
3. Review examples to learn more about scoring individual applications
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
$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**

<table>
<thead>
<tr>
<th>Travel Item</th>
<th>Description*</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Amount Requested from GPVA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airfare</strong></td>
<td>Airline fees and taxes(^1) (Delta)</td>
<td>$276.00 for 1 adult ticket ($4,200 in fees and taxes)</td>
<td>$312.83</td>
<td>$312.83</td>
</tr>
<tr>
<td><strong>Lodging</strong></td>
<td>Hotel fees and taxes(^1) (Red Roof Inn)</td>
<td>$58.12 avg. daily cost ($7.63 in daily fees and taxes) (3 night stay(^2))</td>
<td>$197.36</td>
<td>$197.36</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>Car rental fees and taxes(^2) (Enterprise Economy Car)</td>
<td>$50.96 avg. daily cost ($22.11 in daily fees and taxes) (3-day rental)</td>
<td>$112.27</td>
<td>$112.27</td>
</tr>
<tr>
<td>Parking(^3)</td>
<td>$12.80/day</td>
<td>$16.00</td>
<td>$16.00</td>
<td></td>
</tr>
<tr>
<td>Food and Gas(^4)</td>
<td>$56.80/day</td>
<td>$168.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount Requested for CPSA Grant: $588.95**

**Total Amount to be Paid by Student: $160.00**

**Total Projected Costs: $826.95**

#### Explanation of Costs

\(^1\) Delta airline was chosen because it is the least expensive carrier that arrived and departed at the necessary times. I have ordered 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.

\(^2\) 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.

\(^3\) 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 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.

\(^4\) 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 lowest expensive parking option.

\(^*\) Per item costs were identified by USGSA at $16.00/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.
Provide three (3) comparisons for all items listed in your budget table.

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

<table>
<thead>
<tr>
<th>Application ID 494359</th>
</tr>
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<tbody>
<tr>
<td>Sponsorship Application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requester</th>
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</thead>
<tbody>
<tr>
<td>UNLV Student</td>
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</table>

To comment on this item, reply to this email.
The approval link will take your faculty member to the following page to Approve (endorse) or Reject your funding application.
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

GPAS Sponsorship Program Scoring Rubric

<table>
<thead>
<tr>
<th>Application Materials: Relevant Components</th>
<th>Application Materials: Scoring Rubric</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significance of Activity Research: Provides relevant background information about the applicant’s research topic and its potential impact on the field. The research topic is clearly defined, and the relevance to the field is evident.</td>
<td>INCOMPLETE</td>
<td>0 POINTS</td>
</tr>
<tr>
<td>ACTIVITY NATURE: Provides an overview of the proposed activity, including but not limited to, research at the center of the proposal. A description of the purpose of the activity, being conducted, significance to the center, and its potential impact is included.</td>
<td>INCOMPLETE</td>
<td>0 POINTS</td>
</tr>
<tr>
<td>THEORETICAL FRAMEWORK: The theoretical framework is well-developed, and the proposed activity aligns with the existing research in the field.</td>
<td>7 POINTS</td>
<td>Exploration of activities that address at least two of the relevant and required components in a coherent and well-organized manner.</td>
</tr>
<tr>
<td>Funding Requested: (In order to receive the full amount of the requested funding, a detailed budget for the project is required.)</td>
<td>7 POINTS</td>
<td>An investment and/or detailed budget table of project expenses is provided with some justification for some line items.</td>
</tr>
<tr>
<td>Budget (In order to receive the full amount of the requested funding, a detailed budget table of project expenses is provided with some justification for some line items.</td>
<td>7 POINTS</td>
<td>All reasonable budget line items, for which additional funding is being requested, present reasonable, justifiable budget requirements. The proposed budget is justified, and the justification is supported by the proposed activities.</td>
</tr>
<tr>
<td>Committee Discussion</td>
<td>7 POINTS</td>
<td>lama points based on the discussion of the committee and the evaluation of the merit of the application.</td>
</tr>
</tbody>
</table>

Total Score: 20 OUT OF 20

General GPA Sponsorship Program Requirements:
- Funding Requested: Must be in the form of a letter, supporting the request for funding with detailed justifications for each budget line item.
- Eligible Funding Amount: $2,000.00
- Suggested Funding: $2,000.00
- Awarded Amount: $2,000.00
Recommended Application Deadlines – submit apps early!

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