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**GRADUATE & PROFESSIONAL
STUDENT ASSOCIATION**

SPONSORSHIP WORKSHOP

WORKSHOP OVERVIEW



Introduction

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GPSA Vice President



How to apply for GPSA funding

Deadlines
Process



Tips to make your application great



Q & A



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

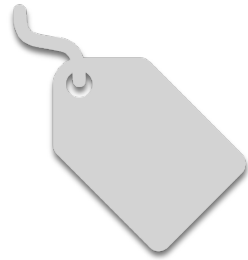
PURPOSE OF THIS WORKSHOP

GPSA: WHERE TO FIND US

- **Homepage:**
<https://www.unlv.edu/gpsa>
- **Executive Board:**
<https://www.unlv.edu/gpsa/executive-board>
- **Council:**
<https://www.unlv.edu/gpsa/council>
- **Sponsorship:**
<https://www.unlv.edu/gpsa/sponsorship-awards>
- **SU 306 or Graduate Commons**



SPONSORSHIP DETAILS



\$1,250 per year allowed

Fall – Summer



Up to three awards per year

Including **ONE** emergency award

2019 – 2020 SPONSORSHIP BUDGET

- \$170,000 available
- Goal: fund as many eligible applications as possible
 - *Based on quality*

CYCLES



Fall

Activities occurring in
August, September, and
October

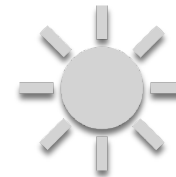
DUE JUNE 15



Winter

Activities occurring in
November, December,
January

DUE SEPTEMBER 15



Spring

Activities occurring in
February, March and April

DUE NOVEMBER 15



Summer

Activities occurring in May,
June, and July

DUE MARCH 15

THE APPLICATION

- Online through Qualtrics
- Submit the following materials:
 1. Explanation of activities
 2. Budget
 3. Supporting documentation for ALL items on budget
 4. Letter of recommendation

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

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.

	Early Registration March 29 - July 19 Member/Nonmember	Regular Registration July 20 - Aug. 23 Member/Nonmember	Late Registration Aug. 24 - Sept. 24 Member/Nonmember
Secondary School Independent Counselor Community Based Organization (CBO)	\$285/\$560 _____	\$320/\$595 _____	\$355/\$630 _____
1-Day (Thursday, Friday or Saturday)	\$185/\$315	\$200/\$350	\$235/\$385
College/University Organization	\$325/\$660 _____	\$360/\$695 _____	\$395/\$730 _____
1-Day (Thursday, Friday or Saturday)	\$185/\$335	\$220/\$370	\$255/\$405
Retired	\$190/\$265	\$225/\$300	\$260/\$335
Student	\$210/\$265	\$245/\$300	\$280/\$335
Exhibit Personnel	\$325	\$360	\$395

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 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

THE LETTER OF RECOMMENDATION

- From your advisor or project mentor
- Signed and on university letterhead
- Individualized to you and the current project
- Address the quality and value of the project
- You can upload with your application or have your advisor email it to gpsa@unlv.edu

Make sure to give sufficient notice and detail to your advisor!

SCORING

GPSA Sponsorship Committee Sponsorship Scoring Rubric

Applicant: _____

Tier: _____ Requested Funding: _____

Item	Max Points	Score	Comments
Cover Sheet	1		
Explanation of Activities*	10 8 6		
Letter of Recommendation [E-funding Explanation]**	3 [1]		
Budget	6		

Total Score: _____ out of 20

Funding Suggestion:

*A Tier I grant can receive all 10 points from this section. Tier II and III grants can receive 8 and 6 points, respectively.
**For emergency applications, 1 of the 3 points from this section is designated for the explanation of why the request is an emergency. The other 2 points from this section are for the letter of recommendation. For a regular sponsorship, all 3 points can be awarded for the letter.

FUNDING PRIORITIES

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

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

UPCOMING DEADLINES

- Applications for WINTER activities are due September 15
 - November, December, January activity start date
- Applications for SPRING activities are due November 15
 - February, March, April start date



GPSA RESEARCH FORUM

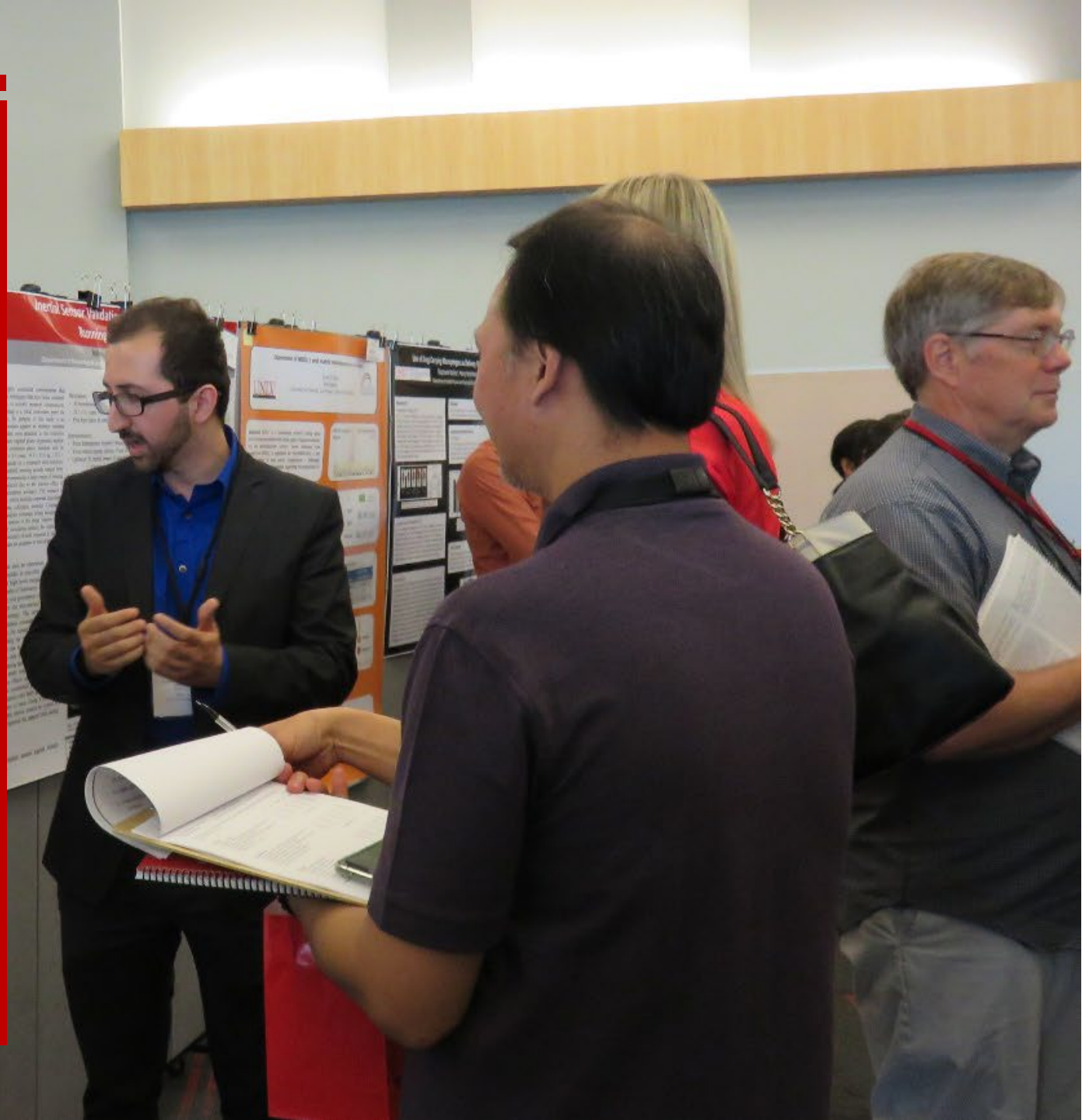
- All students who receive funding are *required* to present at the GPSA Research Forum occurring in the academic year that they were awarded
 - Summer 2019
 - Fall 2019
 - Spring 2020
 - Any emergency cycle from Feb 2019 - Feb 2020

2020 RESEARCH FORUM

- The 2019-2020 Research Forum is on February 29, 2020

****Be on the lookout for a call for abstracts****

****Deadline to register for Forum is Friday, January 31, 2020****



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



EXAMPLES

GP
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QUESTIONS & DISCUSSION