SPONSORSHIP WORKSHOP
WORKSHOP OVERVIEW

Introduction
Eric “EP” Noonan, GPSA Vice President

How to apply for GPSA funding
Deadlines
Process

Tips 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
- 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 directory@nacacnet.org

<table>
<thead>
<tr>
<th></th>
<th>Early Registration</th>
<th>Regular Registration</th>
<th>Late Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member/Nonmember</td>
<td>Member/Nonmember</td>
<td>Member/Nonmember</td>
</tr>
<tr>
<td>Secondary School</td>
<td>$205/$450</td>
<td>$320/$595</td>
<td>$355/$630</td>
</tr>
<tr>
<td>Independent Counselor</td>
<td>$105/$315</td>
<td>$200/$350</td>
<td>$235/$385</td>
</tr>
<tr>
<td>Community Based Organization (CBO)</td>
<td>$325/$600</td>
<td>$360/$695</td>
<td>$395/$730</td>
</tr>
<tr>
<td>1-Day (Thursday, Friday or Saturday)</td>
<td>$105/$335</td>
<td>$220/$370</td>
<td>$265/$405</td>
</tr>
<tr>
<td>College/University Organization</td>
<td>$105/$205</td>
<td>$220/$300</td>
<td>$260/$335</td>
</tr>
<tr>
<td>1-Day (Thursday, Friday or Saturday)</td>
<td>$210/$320</td>
<td>$245/$360</td>
<td>$280/$395</td>
</tr>
<tr>
<td>Retired</td>
<td>$210/$205</td>
<td>$245/$300</td>
<td>$280/$335</td>
</tr>
<tr>
<td>Student</td>
<td>$210/$205</td>
<td>$245/$300</td>
<td>$280/$335</td>
</tr>
<tr>
<td>Exhibit Personnel</td>
<td>$325</td>
<td>$360</td>
<td>$395</td>
</tr>
</tbody>
</table>
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!
## GPSA Sponsorship Committee
### Sponsorship Scoring Rubric

<table>
<thead>
<tr>
<th>Item</th>
<th>Max Points</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation of Activities*</td>
<td>10</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(E-funding Explanation)</strong></td>
<td>[1]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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
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