SPONSORSHIP WORKSHOP
WORKSHOP OVERVIEW

**Introduction**
Kristyne Wiegand, 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
$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 fees 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 dircon@nacacnet.org

<table>
<thead>
<tr>
<th></th>
<th>Early Registration March 29 – July 15</th>
<th>Regular Registration July 26 – Aug 23</th>
<th>Late Registration Aug 24 – Sept 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School</td>
<td>$205/$360 Member/Nonmember</td>
<td>$220/$395 Member/Nonmember</td>
<td>$365/$330</td>
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<tr>
<td>Independent Counselor</td>
<td>$205/$360 Member/Nonmember</td>
<td>$220/$395 Member/Nonmember</td>
<td>$365/$330</td>
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<tr>
<td>Community Based Organization (CBO)</td>
<td>$205/$360 Member/Nonmember</td>
<td>$220/$395 Member/Nonmember</td>
<td>$365/$330</td>
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<tr>
<td>1-Day (Thursday, Friday or Saturday)</td>
<td>$105/$315</td>
<td>$70/$350</td>
<td>$125/$385</td>
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<tr>
<td>College/University Organization</td>
<td>$325/$660</td>
<td>$360/$695</td>
<td>$395/$730</td>
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<tr>
<td>1-Day (Thursday, Friday or Saturday)</td>
<td>$105/$315</td>
<td>$220/$370</td>
<td>$265/$405</td>
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<tr>
<td>Retired</td>
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<td>$220/$300</td>
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<tr>
<td>Student</td>
<td>$210/$265</td>
<td>$245/$300</td>
<td>$280/$335</td>
</tr>
<tr>
<td>Exhibit Personnel</td>
<td>$325</td>
<td>$360</td>
<td>$395</td>
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</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
- Tuition
- Routine supplies
- Professional organization membership
- 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**

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**GPSA Sponsorship Committee**

**Sponsorship Scoring Rubric**

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

Total Score: ______ out of 20

Funding Suggestion: ______

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*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
Applications for SUMMER activities are due March 15
- May, June, July activity start date

Applications for FALL activities are due June 15
- August, September, October 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 2018
- Fall 2018
- Spring 2019
- Any emergency cycle from Feb 2018 - Feb 2019
The 2018-2019 Research Forum is on February 23, 2019
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