



## **Funding for Graduate Program Recruitment Activities**

### **Purpose**

Rackham Graduate School has funds available to support the efforts of faculty, students, and staff in Rackham graduate programs to recruit prospective students. Our collaborative recruiting for Rackham degree programs is centered on the recognition that each program has different needs. Our goal is to assist by providing support for degree programs through improved use of funds and other resources. We continue our commitment to attracting a highly qualified, diverse student community.

### **Examples**

A wide range of activities are eligible for this supplemental funding, including:

- Travel for faculty or current graduate students who will give recruiting talks on other campuses.
- Hosting for prospective students brought in for a weekend on our campus.
- Video podcasts of current student research for broadcast on your program's website.

### **Allocation**

Requests for \$2,500 or less will receive first priority. We prefer that each graduate program submit only one funding application during the fiscal year.

### **Eligibility**

Any faculty or staff member with responsibility for recruiting students to graduate programs may submit a funding request.

### **Application Instructions**

Please provide the following materials:

1. Submit a letter that describes the project and indicates what it specifically intends to accomplish. The letter must explain:
  - How this funding will further the graduate program's comprehensive recruiting goals
  - How it fits into overall recruitment plans for the year
  - What will be done to ensure a diverse pool of applicants
  - Date(s), location(s) and time of event(s) (if applicable)
2. Provide a brief summary of the recruiting experience of those involved in the project.
  - Include a description of any partnerships with other departments, colleges, schools and/or Rackham recruitment efforts
3. Attach a budget that details:
  - The expenditures involved

- All cost-sharing
  - How this request fits into the context of the program's overall recruiting budget
  - Date of project and/or event completion
4. Include a brief letter of support from the graduate chair for the program providing his/her endorsement of the project.

### **Review Process**

Staff in Graduate Student Success will review applications, consulting with the deans when necessary, and provide a response within two weeks. If requests exceed available resources, we will give preference to applications that indicate how this request is part of the program's overall strategy for recruitment. Remember, our preference is that programs submit only one funding application during the fiscal year.

### **Deadlines**

Requests will be reviewed and grants made until the annual fund has been depleted.

### **Submission**

Please send your requests as an e-mail attachment to [rackham.recruitment.grant@umich.edu](mailto:rackham.recruitment.grant@umich.edu).

### **Contact**

Gisselle Velez-Ruiz, 734-615-4474, [gvrui@umich.edu](mailto:gvrui@umich.edu)

### **Post-Grant Report**

Awardees will have up to two months after the date of the event/funding purpose/project completion to submit a post-grant and financial report.

### **Note**

The purpose of these funds is exclusively for recruitment purposes only. Use of these funds for non-recruitment events, programs and/or materials, and failure to submit a post-grant report will result in termination of the award.