



Valdosta State University

The Graduate School

Location: Converse Hall, Room 3100, Third Floor

Address: 1500 N. Patterson St. • Valdosta, GA 31698-0005

Phone: 229-333-5694 • **Toll Free** 800-618-1878 Ext 5 • **Fax** 229-245-3853

Web: www.valdosta.edu/gradschool • **E-Mail:** gradschool@valdosta.edu

2019-2020 Graduate Faculty Scholarship Fund

Application Instructions

GENERAL INFORMATION: The Graduate School has a small pool of funding available to members of the Graduate Faculty to 1) assist with recruitment of students into our graduate programs; or 2) catalyze research, creative, and scholarly endeavors. Requests for funding may be initiated by any faculty member with current Graduate Faculty status (those with *temporary* status will be considered only on a funding available basis). Requests are limited to no more than **\$750** and must be spent within the current fiscal year. Note: *Travel reimbursement forms must be submitted within 60 days of end of travel or the funds will be reallocated.*

SUBMISSION DEADLINE: **FRIDAY, October 4, 2019 @ 3:00 pm**

REVIEW AND APPROVAL PROCEDURES: All applications must have the endorsements of the relevant department head and dean prior to submission to the Graduate School. The Graduate Scholarship Committee will evaluate the merit of the applications and recommend action on them within a few weeks after the deadline. Final approval of an application is made by the Associate Provost for Graduate Studies and Research. If you are unable to use the funding for the travel, research, or marketing initiatives originally funded, you will need to submit a revised application. Approval of the revised application is subject to budget and must be re-approved through the Graduate School.

AMOUNT OF FUNDING: At the discretion of the Committee, an application may be funded at an amount less than the requested amount. The Committee will consider the amount of funding available and attempt to approve a mix of requests that provides the maximum benefit to graduate education at VSU.

REPORTING PROCEDURES: The Graduate Faculty member receiving an award is responsible for reporting on the progress of the project no later than April 1 of the academic year in which the award is made. That individual is also responsible for submitting a final report indicating the outcome(s) of the project. All reports are to be made to Dr. Becky K. da Cruz, Associate Provost for Graduate Studies and Research.

DELAYED DECISIONS: At the discretion of the Committee, a decision may be delayed on an application for a reasonable period pending further deliberations or if the Committee wishes to obtain further information about the project under consideration. Awards are contingent on the continued availability of funding.

APPLICATIONS: The Narrative section of the application should be limited to 500 words and the application must contain an itemized budget. Applications should be submitted electronically or as hard-copy by the submission deadline to:

Dr. Becky K. da Cruz
Associate Provost for Graduate Studies and Research
Phone: 229-333-5694; FAX: 229-245-3853
E-mail: bdacruz@valdosta.edu



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1. Title of Project:

2. General Information:

- a. Name(s):

- b. Position and Department:

- c. E-mail Address and Telephone:

- d. Graduate program(s) for which funds are requested:

- e. Approximate start and end date for project:

3. Narrative (~500 words): Briefly describe the project under the following headings:

- a. **Purpose and Objectives:** A clear statement of the specific objectives of the project.
- b. **Justification:** Reasons for requesting funding; for requesting it now; and ways in which it will advance graduate education at VSU.
- c. **Procedure:** A statement of the essential working plans and methods to be used in attaining the specific objectives of the project.
- d. **Evaluation:** An assessment of the anticipated end result of the project and the benefits to graduate education at VSU.

4. Detailed Budget:

- a. Amount supported by department/program:
- b. Amount supported by other sources (list source and amount):
- c. Amount requested from the Graduate School (Itemize):

5. Endorsements (must include all signatures):

Applicant

Date

Department Head

Date

College Dean

Date

6. Submission Information:

Submission Deadline: **FRIDAY, October 4, 2019 at 3:00 pm.**

Submit Applications to: Dr. Becky K. da Cruz
Associate Provost for Graduate Studies
and Research
Phone: 229-333-5694; FAX: 229-245-3853
E-mail: bdacruz@valdosta.edu

A Comprehensive University of the University System of Georgia and an Equal Opportunity Institution