

2009-10 Recruitment Funds

Instructions:

Funding will be available to support program activities that will contribute directly to increasing the pool of qualified applicants to programs through recruiting activities. Programs may apply for funds in both areas. The funds for this initiative come from a limited pool and all attempts will be made to accommodate all applications. However, programs that have not received funds in the past and those programs that can clearly demonstrate previous Graduate School funds enhanced recruitment of students to their graduate programs will be given priority.

1. **Travel/Host Prospective Students.** The Graduate School will provide up to \$500.00 per student to help programs with travel expenses for bringing students to campus. Programs must demonstrate on the grant application that they have identified prospective students appropriately for their discipline and have a commitment to the academic success of these students in their program. Maximum \$2,500 per program.

2. **General Recruiting.** The Graduate School will provide \$500.00 per program to be used to support faculty/graduate student travel to feeder schools (recruitment trip), an open house, recruitment fair or recruitment weekend for prospective students.

Who Can Apply: Every graduate department whose programs are reviewed by Graduate Council and The Graduate School is eligible to apply. Due to the limited pool of funds and the high demand for these awards, **Form A (see tabs below)** must be completed and submitted to the Graduate School by October 2, 2009. **Submit completed applications electrically to Malcolm Randolph (MRandolph@grad.usf.edu)**

Programs will be notified of the awards by October 19, 2009. 100% of approved "General Recruitment" funding and 50% of "Travel/Host Prospective Student" funding will be transferred to the E&G account provide on or about October 23, 2009. The remaining 50% will be transferred when the Graduate School receives completed **Form B, (see tabs below)**. **The deadline for submitting Form B is April 16, 2010.**

Funds not used appropriately are subject to be returned to the Graduate School.

Funds will be transferred to E&G accounts only.



2009-10 Recruitment Funds - Form A Prospective Travel/Host Grant

Department: _____

Graduate Program Director: _____

Phone: _____ Fax: _____ Email: _____

College Graduate Coordinator/Associate Dean: _____

Phone: _____ Fax: _____ Email: _____

Please demonstrate your plans to identify prospective students and how your program will be committed to the academic success of students in your respective programs. Please estimate how many student you plan on bring to campus.

How will you measure accountability for the results of this proposal?

Previous funding results.

Account Funds to be Transferred to:
E&G Accounts ONLY

Oper Unit	Fund	Dept	Product	Initiative

Requested Funding: _____

Approved Funding: _____

Approved
by: _____
Coordinator of Recruitment

Associate Dean, Graduate School

Additional explanations can be attached separately.



2009-10 Recruitment Funds - Form B

Prospective Travel/Host Grant

Department: _____

Graduate Program Director: _____

Phone: _____

Fax: _____

Email: _____

Account Funds to be Transferred to:

Oper Unit	Fund	Dept	Product	Initiative

Approved Funding Request: _____

Results:

Describe how your proposal and recruitment efforts yielded your enrollment. Of the visiting students how many applied, were admitted, and enrolled?

Student Name	USF ID or SS#	Date of Visit	Recruitment Efforts	Recruitment Outcome

*** to be provided NO LATER THAN April 16, 2010 to receive remaining of recruitment funds.**

Approved by: _____
Coordinator of Recruitment

Associate Dean, Graduate School



2009-10 Recruitment Funds - Form A General Recruitment

Department: _____

Graduate Program Director: _____

Phone: _____ Fax: _____ Email: _____

College Graduate Coordinator/Associate Dean: _____

Phone: _____ Fax: _____ Email: _____

Provide a budget and describe how the funds will be used to support recruitment activities or activities that will directly increase the yield of graduate students enrolled in your program.

How will you measure accountability for the results of this proposal?

Previous funding results.

Account Funds to be Transferred to:
E&G Accounts ONLY

Oper Unit	Fund	Dept	Product	Initiative

Requested Funding: _____

Approved Funding: _____

Approved by: _____

Coordinator of Recruitment

Associate Dean, Graduate School

***DO NOT exceed space on this form to respond to questions.**



2000-10 Recruitment Funds - Form B

General Recruitment

Department: _____

Graduate Program Director: _____

Phone: _____ Fax: _____ Email: _____

Account Funds to be Transferred to:

Oper Unit	Fund	Dept	Product	Initiative

Approved Funding Request: _____

Results:

Describe how your proposal and recruitment efforts yielded your enrollment. If funds were used to bring in students, how many students applied, were admitted, and enrolled, (if known)?

Student Name	USF ID or SS#	Date of Visit	Recruitment Efforts	Recruitment Outcome

*** to be provided NO LATER THAN April 16, 2010 to receive remaining of recruitment funds.**

Approved by: _____
Coordinator of Recruitment

Associate Dean, Graduate School