

REQUEST FOR SUPPLEMENTARY FUNDING FOR GRADUATE PROGRAM RECRUITMENT ACTIVITY

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

Some examples of recruitment efforts eligible for this supplemental funding include: rental of booths at recruiting fairs; printing costs for brochures; travel for faculty or current graduate students who will give recruiting talks on other campuses; hosting for admitted students brought in for a Preview weekend.

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: Submit a letter that describes the project and indicates what it is specifically intended to accomplish. 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.

Summarize the recruiting experience of those involved in the project. Attach a budget that details the expenditures involved, all cost-sharing, and how this request fits in the context of the program's overall recruiting budget. *The graduate chair for the program must supply a brief letter of support providing her/his endorsement of the project.*

Review Process: Staff in Graduate Student Success will review applications with the assistance of the Graduate School deans 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: November 7, 2008 and February 6, 2009

Submission: Please send your requests as an email attachment and address them to both Pat McCune (phmccune@umich.edu) and Amy Deitrickson (amydd@umich.edu).

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