

**WORKSHOP, PROGRAMS AND SHORT COURSES GRANT PROGRAM
GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)
UNIVERSITY OF IDAHO**

APPLICATION GUIDELINES

DESCRIPTION

The Graduate and Professional Student Association (GPSA) is committed to supporting and promoting graduate student education at the University of Idaho. In an effort to further support graduate student education, the GPSA's objective is to provide monetary grants to help graduate students bring experts to the University of Idaho to lead specialized workshops, programs or short courses (hereafter referred to collectively as a "project") concentrating on subject matter not addressed by the curriculum at the university.

Grants will be awarded either for work in a single discipline or for cross-disciplinary scholarly activities; however, preference will be given for those projects whose impact reaches multiple departments. Order of preference for proposals will be workshops, then programs followed by short courses. Proposal quality is important and the process is highly competitive. It is strongly recommended that you ask a colleague to review your proposal prior to submission.

The GPSA may award up to four grants for the academic year, two per Fall and Spring semesters. The GPSA has established that each grant may be awarded up to \$1,500 but the total sum may not exceed \$4,000 for the academic year. The TEGA committee has the authority to award partial grants if applications exceed allocated budgets. The funding period is for the duration of the current academic year in which the recipients are awarded the grant, including summer.

Workshop: A discussion group, or the like, that emphasizes exchange of ideas and whose focus is on the *demonstration* of techniques and skills discussed.

Program: A discussion group, or the like, that emphasizes the exchange of ideas; however, it does not rely heavily on demonstrated application of techniques.

Short Course: A discussion group, or the like, that emphasizes the exchange of ideas and *does not* rely on demonstrated application of techniques. This may also be in the form of a lecture or seminar.

ELIGIBILITY

- Any current graduate student enrolled at least part-time through the University of Idaho Moscow campus (i.e. tuition and fees are paid to the Moscow campus) eligible provided that the applicant's department is not in default with the GPSA.
- The applicant is eligible to use the award during the academic year in which it was awarded.
- An individual may receive only one grant per academic year. An individual who received a previous grant must have submitted a final report to be eligible to apply again.
- Members of GPSA are allowed to submit an application. TEGA committee members are eligible to submit an application but they must abstain from committee participation during that award period.

DEADLINES

Spring and Fall semester – all materials are due by 4:00pm on the 6th Thursday of each semester

Application Form can be submitted using the **GPSA drop box** (outside Morrill Hall 202) or by mail: **GPSA – Travel Awards Committee, University of Idaho, PO Box 444280, Moscow, ID 83844-4280**. Mailed applications must be **received** by the deadline.

SELECTION PROCESS

All applicants will receive an email acknowledging receipt of application. If no acknowledgement is received within one week of the deadline, please contact the TEGA Committee Chair [insert weblink here to orgsync file]

Preliminary Evaluation

The Committee will meet for a preliminary evaluation of all proposals within one week of the deadline. Should any additional information be required from the applicant, the applicant will have 5 working days from the date of written (email) notification to make those changes and resubmit to the committee. Only those pages that require revision are to be returned to the Committee. If additional revisions are made, the proposal will be disqualified.

The TEGA Committee reserves the right to disqualify any proposals that do not meet these guidelines. All proposals will be considered on a competitive basis.

TEGA Committee Selection Board

If no further information is needed, the TEGA Committee will make a selection within 3 weeks of the submission deadline.

Selection Criteria

Applications will be screened based on eligibility criteria. Applications not meeting eligibility criteria may be disqualified. Applications will be ordered based on the following criteria:

1. Number of departments that are impacted.
2. Type of program (workshop, program, or short course, in that order)
3. Number of students impacted.
4. Number of faculty sponsors. The applicant must have at least one faculty sponsor.

Applications will be selected based on their ordered rank.

If there is a tie, the Committee may send the applications out for an External Review.

External Reviews

An external review will consist of one faculty, staff or professional (who is an expert in the subject matter) and two graduate students (one inside and one outside of the applicant's department). Each proposal will be evaluated on the following: non-availability, impact, merit, significance, and overall proposal quality. The Committee will then rank the proposals based on their ordered rank and external review rank. The application with the highest rank will be selected. The TEGA committee reconvene within 5 working days from receiving the external reviewer's results. If the external reviewer's fail to return their results within 5 working days, the TEGA Committee reserves the right to make a decision by vote. Two-thirds of the TEGA committee must be present to approve the awardees. If there is a tie among the TEGA committee, then the tie-breaker vote will be cast by the GPSA President or Vice-President in the President's stead.

AWARD

Applicant will be notified via email if approved or declined for the award. If declined, the reason will be included in the email. **Expenses will be reimbursed once the final budget with receipts are submitted to the GPSA Finance Committee.**

RESPONSIBILITY OF GRANT RECIPIENTS

Award Progress

Grant recipients are required to keep the Committee informed of the progress and results of the workshop, program or short course funded through the submission of reports as described below:

1. **Advertising of project:** All grant recipients are *required* to submit advertisements soliciting student participation to the Committee chair to be dispersed to all graduate students by the GPSA President. Solicitation for student participation in the project must include all graduate students at the University of Idaho. Other students, staff and faculty are eligible to attend the workshops but priority will be given to graduate students.
2. **Notification of topic or budgetary shift:** Any change in topic or budgetary shift of more than 15% in any category requires a formal written request through the TEGA Committee that includes a full description of the requested changes and reasons for the changes.
3. **Final Report:** All grant recipients must submit a *final report* after the project is complete. The final report must be submitted electronically to the Chair of the TEGA Committee no more than thirty days after the completion of the event. In the event that a final report is not received, a hold may be placed on the student's records. **The final report for the original grant must be submitted before the grant recipient will be eligible to apply for a new grant.**
The final report must follow the outline below.
 1. Cover page: Identify the proposal title, award number, and awardee's name.
 2. Impact: Actual number of participants and associated departments.
 3. Actual date, time and location of the event.
 4. Discussion of results (2 pages max): What was the objective of the project, what were the criteria that you used to measure success and were the objectives met?
 5. Would you recommend the instructor, organization, and project again?
 6. Final budget: Submit a final budget that details project expenditures.

Request for Extension of Time

An extension of time will only be granted for extreme extenuating circumstances. If a funded project will not be completed by the end of the funding period (June 30th end of academic year), the grant recipient(s) must submit a written request for an extension of time through the TEGA Committee. This request must be submitted 30 days before the end of the funding period and must include:

1. The reason for the request
2. A brief description of the completed work,
3. A brief description of the work yet to be completed, and
4. The new proposed completion date.

Requests for extension may be approved by two-thirds vote of the Committee. No funds may be expended after the end date of the funding period, unless a request for an extension of the funding period is submitted and approved. In the case the request for extension of time is denied, applicant will have to reapply for the grant.

Equipment (Capital Outlay)

Any equipment, or capital outlay (including but not limited to cameras, printers, or computers) purchased under TEGA grants are the property of University of Idaho unless otherwise stated in the acceptance letter and must be returned upon completion of the project.

Publications, Productions, and/or Exhibitions

Grant recipients are required to submit to the Committee one copy of any publication resulting from the program funded by the Committee. In addition, any publications, production, or exhibition arising from research conducted with funds awarded by the Committee must carry or display the following acknowledgment:

"This research was (partially) supported by Grant No. _____ from the Graduate and Professional Student Association Workshop Grant Program at the University of Idaho, Moscow, ID."

QUESTIONS

Questions and concerns can be directed to the applicant's departmental GPSA representative or the current TEGA committee chair. Visit the GPSA OrgSync page (<https://orgsync.com/129736/chapter>), click "files" and select the "GPSA directory" for the most updated contact information.

WORKSHOP GRANT PROPOSAL INSTRUCTIONS

Please ensure that the most current application is used. It can be found at the GPSA OrgSync page (<https://orgsync.com/129736/chapter>), click "files" and select the "TEGA" folder for the most updated application.

Proposal Overview

The Committee is not obligated to consider any proposals that do not conform to the following proposal format or any proposal that is not filled out completely. Should an applicant need to deviate from the specified format, a written statement describing the extent of the deviation and giving the reasons for it must accompany the proposal. Use single spacing and a 12 pt. font with one-inch margins. Extra materials will not be considered or evaluated. The following is an overview of sections that *must be* provided in the proposal packet:

- I. Proposal Checklist (page. 6)
- II. Grant Application form (pages 7-11)
 - A. Personal Information
 - B. Proposal Information
 - C. Department and Faculty Information
 - D. Budget
 1. Travel Expenses
 2. Lodging
 3. Per diem for instructor
 4. Salary for instructor
 5. Other Expenses
 6. External Funds
 - E. Applicant Verification
 - F. Official Use Only

Description of Proposal Sections – PLEASE READ THOROUGHLY TO ENSURE APPLICATION COMPLETE CORRECTLY AND FULLY. Incomplete applications are subject to immediate rejection.

- I. Proposal Checklist (Page 7 in this packet): Complete and attach as the cover page.
- II. Application Form (pages 8-12)
 - A. Applicant Information: Fill in each blank. Faculty sponsor need not be the Major Advisor nor the Department Chair.
 - B. Proposal Information
 1. Amount of Request: Indicate preferred award amount up to \$1,500.
 2. Type of Program: Indicated the type of program (see definitions on page 1)
 3. Title: A short descriptive title as to the services being delivered.
 4. Expected date and time of service: can be any time after the award up until the end of the academic year.
 5. Expected location of service. The project must be held on Moscow Campus.
 6. Impact: Indicate the number of graduate students and departments expected to attend.
 7. **Statement of Need** (2 pages; single spacing and a 12 pt. font with one-inch margins) address the following:
 - a. The main need of the proposal, i.e. what is the identified gap in the educational needs of those who will attend.
 - b. A brief description of the project.
 - c. How will this further learning for those who attend?
 - d. What is the desired outcome of project?
 - e. How will this project be communicated/advertised to the student body?
 - f. How will you measure its success?
 - g. Additional pertinent information.
 - h. The name and organization of the instructor.

C. Department and Faculty Information

1. Department Certification of Non-Availability: The Department Chair must certify that the service/material is not currently provided at the University of Idaho.
2. Faculty Sponsor: The applicant must have a Faculty Sponsor that will provide oversight of the project.
3. Faculty Support: Preference will be given to those projects that receive support from multiple Faculty members.
4. External Departmental Chair Concurrence: Preference will be given to those projects that impact more than one department.

D. Budget

1. Funds awarded will only be used for the proposal described in Section B and any unused funds will be returned to the GPSA TEGA Committee.
2. Anticipated Amount: Indicated anticipated amounts for each category. For categories not used, please indicate N/A. Any changes to these anticipated amounts greater than 15% per category must be approved by the TEGA committee.
3. If Other is indicated, provide a detailed list of expenses
4. The applicant will indicate if they are receiving any outside funding and if so the amount and source.
5. Actual Amount: To be filled in and submitted no later than 30 days after the event. The student will have to reconcile their account by turning in the actual budget with all receipts to the GPSA Finance Committee.

E. Applicant Verification

1. The applicant's signature acknowledges that all the information on the application is accurate to the best of his/her/its knowledge, the funds will be used for the proposal in section B, and all unused funds will be returned to the GPSA.

F. Official Use Only- completed by the TEGA Committee

WORKSHOP, PROGRAMS AND SHORT COURSES GRANT PROGRAM

CHECKLIST

Name of Applicant:	Date:
Department:	College:
Title of Project	

Workshop Programs and Short Courses Grant Program Application:

- Checklist
- Application Form
 - Personal information
 - Proposal Information
 - Description of Project
 - Statement of Need as described in the instructions
 - Department and Faculty information
 - Department Chair Certification of Non-availability
 - Faculty Sponsor
 - Faculty Support
 - Budget
 - Travel expenses
 - Lodging
 - Per diem
 - Salary
 - Other
 - External Funds
 - Applicant Verification
 - Official Use Only

WORKSHOP, PROGRAMS AND SHORT COURSES GRANT PROGRAM

APPLICATION FORM

A. Applicant Information

Name:		Student ID (xxx-xxxxx):	
Email:		Phone Number:	
Address:	City:	State:	Zip:
College:		Department:	
Department Chair:		Phone Number:	
Major Advisor:		Phone Number:	
Faculty Sponsor:		Phone Number:	
Department Secretary:		Phone Number:	
Have you previously applied for this workshop grant? When?			
If so, were you awarded the grant?			
If so, did you submit a final report?			
*note: if no final report was submitted, you are not eligible to apply for another award.			

B. Proposal Information

Amount Requested: \$ _____
Type of Program (circle one): Workshop Program Short Course
Proposal Title: _____ _____
Expected date and time of program: _____
Expected location of program: _____
Impact: This proposal will accommodate _____ number of graduate students across _____ number of departments

*****Attach Statement of Need (two pages or less)*****

C. Department and Faculty Information

Department Chair Certification of Non-Availability

<p>I, _____, certify that the service(s) listed in section B of this application are not currently available at the University of Idaho and such service(s) will add to the academic enhancement of those students in the department of _____ as of _____(date).</p>	
Signature:	Date:

Faculty Sponsor

<p>I, _____, certify that I am the faculty sponsor for the applicant listed in Section A and I will provide academic oversights for the service(s) listed in section B of this application</p>	
Signature:	Date:

Faculty Support

Name:	Department:
Signature:	Date:
Name:	Department:
Signature:	Date:
Name:	Department:
Signature:	Date:
Name:	Department:
Signature:	Date:

External Departmental Chair Concurrence (Optional)

Name:	Department:
Signature:	Date:
Name:	Department:
Signature:	Date:

D. Budget

Category	Anticipated Amount	Actual Amount	Details			
			Car	Ground Transportation	Airfare	Gas (\$0.445/mile)
Travel						
Lodging						
Per Diem			\$45/day in-state travel \$51/day out-of-state travel			
Salary						
Other						
Total						

Will you be receiving outside funding? Yes/No (circle one)

If yes, list the source and amount: _____

E. Applicant Verification

I, _____, verify that the information in this application is accurate to the best of my knowledge and funds will only be used for the proposal listed in section B. Furthermore, any unused funds will be returned to the GPSA.

Applicant Signature:

Date:

F. OFFICIAL USE ONLY

Date Application Received:		
Was an email sent acknowledging receipt?	Yes/No (circle one)	Date:
Does the applicant meet the eligibility criteria?	Yes/No (circle one)	
If not, why?		
Is further information required?	Yes/No (circle one)	
If yes, what?		
Date of email sent requesting more information:		
Date of response from applicant with additional information:		
Is this information sufficient?	Yes/No (circle one)	
If not, why?		

Application Scoring

Criteria	Score
Workshop (6), program (4), short course (2)	_____
Number of departments impacts	_____
Number of students impacted	_____
Number of faculty sponsors	_____
Number of external department chair sponsors	_____
	Total: _____
External Review (if required)	Rank: _____
	New Total: _____
	New Rank: _____

Was the grant awarded?	Yes/No (circle one)
If not, why?	
Date applicant was informed:	
Estimated Date of Final Report:	Date Final Report Received:

TEGA Committee

Name:	Signature:	Date:
Chair:	Signature:	Date:

GPSA President of Vice-President

Name:	Signature:	Date:
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