



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

2024-2025 Graduate Faculty Scholarship Fund

Application Instructions

GENERAL INFORMATION: The Graduate School has limited funding available for Graduate Faculty to 1) assist with recruitment of students into VSU graduate programs; or 2) catalyze research, creative, and scholarly endeavors. Requests for funding may be initiated by any Graduate Faculty member¹. Requests are limited to no more than **\$750** and must be spent or encumbered by April 15th of the current fiscal year². For FY25, funding will be split between Fall 2024 and Spring 2025 semesters in order to reserve funding for Spring recruiting and conference events.

¹ *Temporary Graduate Faculty will be considered only on a funding available basis.*

² *Travel reimbursement forms must be submitted within 60 days of end of travel or the funds will be reallocated.*

FALL 2024 SUBMISSION DEADLINE: FRIDAY, September 27, 2024 @ 3:00 pm

(For travel that occurs between October 16 and February 20)

SPRING 2025 SUBMISSION DEADLINE: FRIDAY, February 7, 2025 @ 3:00 pm

(For travel that occurs between February 21 and June 30)

SUMMER 2025 SUBMISSION DEADLINE: FRIDAY, May 15th, 2025 @ 3:00 pm

(For travel that occurs between July 1 and October 15)

QUALIFICATIONS: To qualify for funding, the following requirements must be met:

- Possess full graduate faculty status (See Note¹ above).
- Active within a graduate program through teaching graduate courses; serving on a thesis, dissertation, or comprehensive exam committee; or serving on a graduate executive committee or sub-committee.
- Requested funding must be to:
 - o Present at a conference or perform at a discipline-related event or creative activity; or
 - o Attend a conference or recruitment event to recruit for a graduate program.
 - Limited to 1 representative per program

REQUIRED APPLICATION MATERIALS: The following items must be submitted for consideration of the request:

1. A narrative section that describes the research to be presented, discipline-related performance or creative activity, or recruitment event.
2. An itemized budget including funding from any other source.
3. For conference presentations or recruitment events, the letter or email confirmation of acceptance.
4. For conference presentations or discipline-related performances or creative activities, the reference/citation indicating authorship.
5. A list of graduate-related activities within your program and graduate school for the past two years (e.g., graduate courses taught, committee work, service on theses/dissertations, etc.)

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 Faculty Scholarship Committee will evaluate the merit of the applications and recommend action on them within three 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 as requested, a revised application must be submitted to the Graduate School. The revised application is subject to budget availability and must be re-approved.

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.

Funding will vary depending on the following factors:

- Funding availability
- Number of submissions
- Graduate faculty status
- Presentation type

REPORTING PROCEDURES: The Graduate Faculty member receiving an award is responsible for reporting on the outcome of the project no later than sixty days after the date of the conference, performance, creative activity, or recruitment event for which the award is made and is responsible for submitting a final report indicating the outcome(s) of the project. All reports are to be made to the Associate Provost for Graduate Studies and Research. The receipt of the final report will be noted for future scholarship awards.

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.

SUBMISSION: Applications should be submitted as a PDF by email or as copy in DocuSign to the Administrative Coordinator, Ms. Darli DeVane, prior to the submission deadline.

If you have any questions about the application process, please contact Dr. Becky K. da Cruz, Associate Provost for Graduate Studies and Research at 229-333-5694 or bdacruz@valdosta.edu.



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2024-2025 Graduate Faculty Scholarship Fund Application

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:

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Submit Applications to: Ms. Darli DeVane,
Administrative Coordinator, Graduate School
via email: djdvane@valdosta.edu or copied on DocuSign

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