

Illinois State University
Graduate School

**FY10
Graduate Recruitment Assistance Program**

As part of an Educating Illinois initiative to increase the resource base for graduate student recruitment, funding has been made available to assist graduate recruitment initiatives for FY10 (at the time of posting we do not yet have a budget, and it is dependent on funding.) The Graduate School can provide up to \$500 in recruitment funding assistance to graduate degree programs for proposals likely to enhance the quality/and or number of applicants.

Eligibility: Masters, specialist, and/or doctoral degree programs may submit a proposal for recruitment assistance up to \$500 to be expended/invoiced by the end of the fiscal year (6/31/10). Initiatives can vary by need of the unit. Examples include printing or web-based availability of recruitment materials, interview costs for recruiting outstanding students, participation in recruitment fairs or recruitment activities for professional meetings, etc. This program does not fund university faculty/staff salary or extra pay.

Payment will occur as a transfer of funds to a general revenue account for a department/school account. Departments must maintain documentation of expense in case of audit.

Deadlines for Proposals: On a first come, first served basis – FY10. Until May 1 an allotment will be held for each program. After that date all remaining funds will be pooled and second requests from programs that have already received their allotment will be considered. Mail (4040 Graduate School) or fax (438-7912) proposals to the Director of Graduate Studies. Upon approval of the proposed recruiting activity, the unit will be notified.

Department/School Requesting Funding _____

Proposal Title: _____

Proposal Description: Please attach the description of the proposal to this cover. Include in the description the initiative rationale/detail as well.

Total Cost _____ GRA dollars requested _____

If this request is approved, what GR account number in your department/school should receive this transfer? Requests cannot be processed without this number, which should be available from the lead staff member in your department or school. The GR number will have the format 6 digits - 2 digits - 9 digits - 6 digits. For example: 10100-01-462000000-991200

GR Account # _____

Requested by:

Department Chair/School Director Signature Email Date

Dept./School Graduate Coordinator/Director Signature Email Date

Proposal Approved by:

Director of Graduate Studies Signature Date