ARKANSAS TECH UNIVERSITY
GRADUATE COLLEGE
GRADUATE STUDENT PROFESSIONAL DEVELOPMENT & RESEARCH GRANTS

**Procedures**

Requests for funding will be submitted to the Graduate College, where a committee will review the requests and make a recommendation on funding to the Dean of the Graduate College or their appointed representative. The Committee will be appointed each year by the Graduate Dean and will consist of two members from the Graduate Council, one member from the Graduate Student Council, and the Associate Dean or their designee from the Graduate College. There will be five review cycles (tentatively set for March 1, April 1, June 1, September 1, November 1) where applications will be accepted and reviewed. These awards will be competitive and are not guaranteed. Requests for funding will be reviewed during each cycle, pending available funding. The committee also holds the right to grant partial funding for the award and will notify the applicant of the rationale used.

**Grant Criteria**

Professional development or research grant proposals are expected to be consistent with the Graduate College’s vision and mission and have a reasonable correlation to institutional goals, priorities, and constituencies. Examples include proposals that:

- Contribute to growth in knowledge of a field/discipline
- Contribute to research activities that will enhance the graduate students ability to put into practice what they have learned in their graduate studies
- Represent significant professional service to professional association or the community
- Enhance efforts that will improve the student’s overall professional growth in their chosen discipline

**Eligible Funding Items**

Items eligible for funding include (but not limited to):

- Expenses associated with graduate research
- Professional conferences for the purpose of remaining current in their chosen discipline, presenting a paper or program at a professional conference, or serving in a significant official capacity (registration costs only; will not cover membership dues)
  
  *Priority will be given to students presenting or serving in an official capacity with the conference.*

  - Professional development for specific knowledge and/or skill acquisition (including webinars and virtual conferences registration fees)

Funding is provided with the expectation that the developmental activity and/or research would increase the graduate students’ knowledge and ability to put what they have learned in their studies into practice. Students seeking funds to cover travel expenses and lodging for conferences will be directed to apply for funds from Student Services, “Funding Opportunities” and click on the Student Development Fund Guidelines and Application.

http://www.atu.edu/campuslife/resources.php

**Eligibility**

All full-time graduate students (as defined by the ATU Financial Aid Office), currently enrolled in a graduate program are eligible for funds. Students must be enrolled the semester they intend to
use the funds. Graduate students must be in good academic standing at the time of their application with the graduate college and have the support of their program coordinator. Graduate students are only allowed to receive one grant/academic year.

**Professional Development and Research Grant Limitations**

*A maximum of $250 may be awarded* for each grant. These grants will be awarded from the Foundation Office via check. Once the check has been prepared, the Graduate College will notify the recipient. This award is a reimbursement for expenses incurred in research or professional development. Students must present receipts for research and professional development (outlined below) to retrieve their reimbursement check of up to 250.00.

**Application Process:**

- Submit a completed application form.
- Provide a max typed 1 page abstract that provides an overview of research or professional development activity, your specific role in the activity or research, and how this activity/research will be beneficial to, you, the graduate student.
  
  *For Research—please share a list of individuals working on this research and their credentials, if the research has been approved by IRB (if applicable); timeline to conduct research; and what you will do with the results from the research. In addition, list out the individual expenses the funds will be used to cover.*

*For Professional Development—Provide documentation showing the registration costs associated with the conference/webinar/presentation

- Submit a max typed 1 page report upon the conclusion of their research or upon their return from the professional conference.
  
  o For research grants—indicate the results from their research; provide receipts of expenses totaling the amount of the award.
  o For professional conference presentation/attendance—provide a copy of the presentation (if applicable); a reflection of their experience; and a copy or some other documentation showing their presentation on the conference schedule.

*This report must be submitted before the end of the semester they were awarded the funds to the graduate college. Failure to submit this final report, will result in a hold being placed on the student’s account by the graduate college preventing them from registering for classes and they will lose the ability to apply for future grants. In the unlikely event the student decides not to complete their research or attend the conference, the student will be expected to give back the funds to the Graduate College Foundation Account.*
Arkansas Tech University
Graduate College
Graduate Student Professional Development/Research Grant Application

Conference Participation _____ Paper Presentation _____ Research:_____

Name: ____________________________________________ T# ___________________

Grant Cycle Applying: _____Fall _____Spring _____Summer

Major: ____________________________ Intended Graduation:____________________

Current Graduate GPA: __________

Conference presentation/participation (Title, location, and dates of conference):

Research Proposal (Title of the research—if applicable--; location where research will be conducted)

Estimated Costs:
_____ Registration Costs
_____ Materials/supplies
_____ Other (explain): ______________________________________________________

_____ Total Requested

Signature___________________________ Date __________________

SUBMIT FOR APPROVAL

Program Coordinator/Dept. Head Signature_____________________________________

*By signing, they are indicating their support of the request.
Development Grant Committee: Recommended _____ Yes _____ No
Amount approved: $ ___________________
Date Approved:_____________________