TO: Academic Department Heads and Graduate Coordinators

From: Lindsey Shelton, Director of Admissions & Enrollment Marketing

The Graduate School

CC: Dr. Brien Henry, Associate Dean, Office of the Graduate School

Deans and Associate Deans

Date: September 8, 2023

RE: **2023-2024 RFP for Graduate Recruitment Assistance Grants**

**Program Description**

The Graduate School is pleased to announce the availability of funds for the Graduate Recruitment Assistance Grants (GRAGS). These grants are competitive and intended to assist and enhance the special/specific recruiting needs of a graduate program to attract and enroll graduate students with outstanding academic qualifications.

Recipients will be selected by a panel that consists of Associate Deans and Graduate School representatives. While all applications will be considered, preference will be given to departments

* that have not received GRAGs funding in recent years,
* that have made good use of previous GRAGs funding,
* who focus on bringing prospects to campus.

Please provide your program and department name and indicate the year(s) in which you were awarded GRAGs funding by checking the appropriate box(es) below.

**Program** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
|   | 2020 |   | 2021 |   | 2022 |   | Not Applicable |

**Awards are available for an amount up to $35,000. These grants are provided in two parts with Part I (up to $15,000) designated for recruitment activities and the remaining Part II (up to $20,000) awarded in the form of a one-time fellowship not to exceed $2,500 to a new graduate student. Programs can use their digression in how much they want to award as long as no one award exceeds $2,500. Fellowship Awards are posted directly to student accounts at the beginning of their first semester as graduate students.**

**Part I – Recruitment Funds ($15,000)**

Funds can be requested for a variety of recruitment initiatives such as registration fees and travel to graduate fairs, print materials, promo items, campus visits, recruitment events, etc. These funds can **not** be used for the purchase of equipment, regular office supplies, or to cover university faculty/staff salary or extra pay.

Special Consideration will be given to proposals that meet one or more of the following categories, which are heavily encouraged but not required.

* Proposals that outline a strategic plan for bringing prospective students to visit campus.
* Proposals that include the provision of matching funds from a department or college.

**Part II – Fellowship Funds ($20,000)**

The purpose of the fellowship is to incentivize prospective students to choose Mississippi State University. They may also be used for the recruitment of students who do not have a graduate assistantship.

* Please note these are one-time fellowships.
* Funds will be applied directly to the student’s Banner account.

**Proposal Submission Details**

* Proposals must not exceed two (2) typed pages.
* Include four parts: justification, procedural details, expected outcomes, and budget (broken down by requested Graduate School funds and other sources of matching funds, if applicable).
* Proposals for FY 2023-2024 must be submitted electronically to Grags@grad.msstate.edu and copied to Lindsey Shelton (LShelton@grad.msstate.edu) by **5:00 p.m. on October 5, 2023**.
* Decisions will be sent via email no later than October 30, 2023.

\*Receipt of funds obligates the completion of a report that details the outcome of the supported efforts. Examples of outcomes include samples of recruitment literature and the strategy of distribution, names of participating faculty and staff and location(s) of recruiting efforts, names and contact information of prospective graduate students, and actual enrollment that specifically resulted from the supported recruiting activities. Units that receive funds for 2023-24 will be required to submit their reports no later than September 15, 2024.

For more information about GRAGS, please submit questions to Lindsey Shelton (LShelton@grad.msstate.edu).