

## Graduate Student Organization

### Education Enhancement Grant (EEG) Application Instructions

#### A. Eligibility:

- a. IUPUI graduate student
- b. Enrolled in at least 3 credit hours
- c. Seeking funding for
  - i. Research expenses related to thesis or dissertation
  - ii. Travel associated with presenting a paper or poster at a professional conference
  - iii. Travel associated with attending a professional conference
  - iv. Participation in training resulting in certification from a professional organization

#### B. Funding Amounts:

- a. Maximum individual awards will be no more than \$500.00
- b. \$10,000.00 is allocated for travel associated with attending a professional conference.
- c. \$27,500.00 is allocated for travel associated with presenting a paper or poster at a professional conference, research expenses related to thesis or dissertation and participation in training resulting in certification from a professional organization.
- d. No more than 5 awards will be given for students to attend one particular professional conference. For example, if 7 students apply for funding to attend the same conference, only up to 5 of those students may be awarded funding.

#### C. Guidelines:

- a. Individuals may receive only 1 award per academic year
- b. Student activity fees are used to support the EEGs, therefore, funds must be used in accordance with University Guidelines
- c. **The GSO reserves the right to not distribute all funds available if applications are not rated of top quality. Applications will be reviewed by a student committee.**
- d. Applicants will be notified via email of their status within one week after review of the applications.

#### D. Instructions:

- a. Download the application from [www.iupui.edu/~gradstu](http://www.iupui.edu/~gradstu)
- b. The application is a fillable PDF form – in order to save your progress, you must have a program that will allow you to view, edit and save fillable PDF forms (eg. Adobe Acrobat Standard or Foxit). Foxit is available free for download from IUware (<http://iuware.iu.edu/title.aspx?id=492>). Adobe Acrobat Reader will only allow you to open and fill in the document – YOU WILL NOT BE ABLE TO SAVE YOUR ANSWERS!
  - i. If you have Adobe Acrobat Standard or Foxit:
    1. Fill in the form.
    2. Save the completed document as “EEG GRANT – [your last name]”
    3. Send the form via email to [cnofzige@iupui.edu](mailto:cnofzige@iupui.edu) with “EEG GRANT – [your last name]” in the subject line.
  - ii. If you do not have Adobe Acrobat Standard:
    1. Complete the form.
      - a. Print the form
      - b. Scan the form and save as “EEG GRANT – [your last name]”
      - c. Send the form via email to [cnofzige@iupui.edu](mailto:cnofzige@iupui.edu) with “EEG GRANT – [your last name]” in the subject line.

OR

- d. Go to the print option and select “Send to OneNote”
  - e. Save the file as “EEG GRANT – [your last name]”
  - f. Send the form via email to [cnofzige@iupui.edu](mailto:cnofzige@iupui.edu) with “EEG GRANT – [your last name]” in the subject line.
- iii. If you have questions or problems, please contact the GSO at [cnofzige@iupui.edu](mailto:cnofzige@iupui.edu) or [gradstu@iupui.edu](mailto:gradstu@iupui.edu) or 317-278-0165.
- c. **Applications and Letters of Recommendation are due by 5:00pm on March 21<sup>st</sup>, 2008. Have your mentor/faculty advisor send the letter to [cnofzige@iupui.edu](mailto:cnofzige@iupui.edu). The time/date of your email will be used as meeting the deadline for submission. LATE APPLICATIONS/LETTERS OF RECOMMENDATION WILL NOT BE ACCEPTED. You will receive a confirmation email for your application and letter of recommendation. NOTE: letters of recommendation must be emailed from the author, NOT the applicant.**

#### The EEG Review Process

- A. The EEGs are reviewed by a diverse panel of graduate students from a myriad of disciplines. Please keep this point in mind when using technical terminology while completing your application—the reviewers may not be experts in your field of study.
- B. The names of applicants will be withheld from reviewers during evaluation process.
- C. No reviewer will have access to your student records. Grades will be provided only by a representative of the graduate school.
- D. Below are some important aspects considered by the EEG committee when evaluating applications.
  - a. Quality and originality of both the application and the study subject.
  - b. Appearance and quality of the letter of recommendation. **The letter of recommendation should contain qualifying remarks about the student.** It accounts for 5 points of the total application from 45 total points.
  - c. The quality of your abstract accounts for 30 points of the total application from 45 total points-it is important for reviewers to understand the purpose of your research.
  - d. The rubric used for reviewing applications is available at:  
<http://www.iupui.edu/~gradstu/studentResources/eegApplication.php>
  - e. **It is highly recommend that you consider the scoring criteria when completing your application.**