

GRADUATE STUDENT ENGAGEMENT FUND

APPLICATION GUIDELINES & PROCEDURES

2022 – 2023 (Updated February 2023)

PURPOSE

The Pratt Institute Graduate Student Engagement Fund (GSEF) encourages and supports the professional development and advancement of graduate students through their work on original and creative projects. The GSEF honors and focuses on Pratt's commitment to use those funds for the development of social, cultural, educational opportunities for all students.

GSEF makes grants to individual graduate students, and to small graduate student teams, proposing research-based scholarly and/or creative projects that will enhance students' professional development and that will—through meetings, events, or other mechanisms that disseminate or share the work—enrich the greater Pratt community.

Total funding available for the 2022-23 academic year is \$70,000. Up to \$50,000 will be allocated for the support of projects proposed by individuals, while at least \$20,000 will be designated for grants to teams, to encourage collaborative and cross-disciplinary initiatives at the Institute, including studio projects, research and interdisciplinary alliances. All will be encouraged to focus on issues that elevate social justice.

ELIGIBILITY

To be eligible to apply, applicants for both individual and collaborative GSEF grants must be *current* graduate students, enrolled in a graduate program.

The GSEF offers two categories of grants: individual GSEF grants and collaborative GSEF grants for applications from two or more students. Grantees will be selected by a Committee of five: with representation from the Office of the Provost, Student Involvement and Faculty. Grants will be allocated based on the total available funding. The maximum amount awarded for an individual grant is \$1,500. The maximum amount awarded for a collaborative grant is \$4,000.

Eligible individuals may be awarded **ONE** grant in any given year. Please note that a student cannot both apply for an individual project *and* collaborative project in the same year. Applicants who have previously received an award are not eligible to apply for more funding to continue the same projects. Proposals must be for new and original work. Application for a grant does not automatically result in an award, and the amount of an award may be less than the amount requested. The Committee highly recommends applying well in advance of the deadline(s).

First year students who have received awards during the October 2022 or March 2023 periods can apply for the May 2023 deadline, which will count toward the next academic year of 2023-2024. Thus, a student receiving a May 2023 award will not be eligible for another award during the academic year of 2023-2024. Students graduating in May 2023 are not eligible to apply for the May 2, 2023 application deadline as grant funds can only be released to students enrolled at Pratt.

PROJECTS

A GSEF grant may be used for a wide variety of disciplinary or interdisciplinary works including—but not limited to—studio projects, travel related to research or creative work, collaborations, access to materials or labs outside the Institute and materials related to the dissemination of project work. Proposals focusing on community-based engagement are strongly encouraged.

Students may apply for grants related to ***unique and particular dimensions*** of their research. Components of requirements common to all theses and other culminating projects, such as printing, use of a particular material, etc. can NOT be funded by GSEF grants. However, if there is a unique component of the culminating project for which a grant is necessary, please include reasoning as to how it will influence the project's outcome.

If [Institutional Review Board \(IRB\)](#) approval is required for the applicant's work, they must provide an overview of the status of the IRB application (submission date, request for additional information from IRB, approval date, etc.).

**In the past the GSEF offered grants to *Pratt Registered Student Organizations (RSO)*.
This application process is now available through the Office of Student Involvement.
Visit their website at pratt.edu/Student-Life for additional information.**

PROJECT EXCLUSIONS

Funding cannot be granted for the following items:

- Attending conferences – applications will *only* be considered for candidates *presenting* original work
- Activities, lectures, or programs that occur during and/or as part of a class for which academic credit is awarded
- Fees associated with submission to festivals, biennials, etc.
- Self-promotional items, e.g., show advertisements, business cards, etc.
- Websites or other tools meant to substitute for outreach to community(s)
- Computer hardware/software, technology equipment, cameras and/or furniture available at Pratt
- Political campaign activities
- End of year graduation parties
- Alcohol

APPLICATION PROCESS

The Graduate Student Engagement Fund application should be completed clearly and concisely. All materials must be submitted in one comprehensive PDF (portable document format) in the order listed below.

Applications submitted in Microsoft Word, Google Docs, or zipped files will **NOT** be accepted. Applications must be submitted electronically to gsef@pratt.edu by 11:59 P.M. Eastern time on the due date.

Please note:

The application includes only two forms: General Information Form and Budget Overview Form. The rest of the application is content generated by the applicant.

The GSEF application entails the following actions and must be collated as such:

☐ **General Information Form**

☐ Project Information, including:

- Introduce the project in a 1,500 word narrative that provide sufficient detail regarding the scope of the work (including explanation of field-specific acronyms);
- Statement of goals;
- Details about the means by which your goals will be achieved;
- An overview of how this project contributes to your academic/professional development;
- Criteria you will use to judge the success of your project;
- Project deliverables e.g., creative output;
- Mechanisms to share your work with the Pratt community (note that existing structures at Pratt, such as thesis exhibitions, are not sufficient);
- Proposed project work plan and timetable; and
- Status of IRB approval, if required.

☐ **Budget Overview Form**

☐ Project Budget Breakdown

- Provide specific details for each relevant category of the **Budget Overview Form** including quotes, if applicable.
- If your proposal includes paying an artist, lecturer, or organization that are non-residents, see the ***GSEF Funding Guidelines and Procedures, Appendix A***, as a special tax may need to be factored into your budget.

☐ Résumé or CV – not to exceed two pages for each applicant. A résumé or CV is needed for all applicants on a collaborative team.

☐ Optional – inclusion of up to five pages, or equivalent, of supplementary materials.

The Committee reserves the right to reject a proposal that is incomplete, or that is replete with grammatical errors.

APPLICATION DEADLINES

The deadlines for applications are as follows:

- October 15, 2022
- March 15, 2023
- May 2, 2023
 - The May 2, 2023 deadline is for summer projects to be completed by September 15, 2023.
 - Students graduating in May 2023 are not eligible to apply for the May application deadline as grant funds can only be released to students enrolled at Pratt.
 - First year students who have received awards during the October 2022 or March 2023 periods can apply for the May 2023 deadline, which will count toward the next academic year of 2023-2024.

Under exceptional circumstances, any applicant(s) needing an expedited review based on deadlines associated with their proposal can request one. Although the Committee will try to accommodate requests for expedited reviews, there is no guarantee that such requests can be honored.

NO APPLICATIONS will be accepted beyond 11:59 p.m. Eastern time on the listed deadline date.
There will be no exceptions.

AWARDS COMMITTEE

The Graduate Student Engagement Fund Committee is appointed by the Provost. The Office of the Provost serves as primary administrator for the application process and awarding of the funds.

The Awards Committee is composed of administrative staff from the Office of the Provost and Student Involvement, a faculty member, and two graduate students who have indicated they will not apply for a grant in the current year. The student appointees are ideally from two of Pratt's five graduate degree granting schools (Architecture, Art, Design, Information, and Liberal Arts and Sciences).

The grant proposals will be reviewed by the Awards Committee, which will make funding recommendations to the Provost. If necessary, the Committee may seek subject matter experts to evaluate components of proposed projects. The Provost will approve the final awards.

The Office of the Provost will notify all applicants of funding decisions through an official award letter which must be signed by both parties (applicant and the Office of the Provost), without which no projects will be funded. The Committee will respond to applicants within 4 weeks of the application deadline.

EVALUATION

The evaluation rubric can be found on the Graduate Student Engagement Fund website: www.pratt.edu/gsef.

Proposals are evaluated with consideration given to the following:

1. The project's potential to enhance academic and professional development of the applicant.
2. The aesthetic, cultural or scholarly contribution of the project to the applicant's field, the Institute and the community at large.
3. The articulation of achievable goals, along with a realistic budget, timeline and work plan.

Committee decisions include:

1. *Approved*
 - Approve both the project and the budget. Project will be designated as 'Approved.'
2. *Approved with partial funding*
 - Approve the project, but reduce the budget. Project will be designated as 'Approved with partial funding.'
3. *Approved with stipulations*
 - Approve the overall concept but share stipulations that must be addressed by the applicant(s) in order for the proposal to be approved. Project will be designated as 'Approved with stipulations.'
 - When a proposal is approved with stipulations, applicant(s) have 14 days and ONE opportunity to address the stipulations and send their final response to the Committee.
 - Stipulation responses should *only* address the items in question provided by the Committee and include the stipulation letter as the last page of their response. Applicants do not need to resubmit the entirety of their application.
 - The Committee will then determine if the proposal is approved (fully or with partial funding) or not approved.
4. *Not approved*
 - Project will be 'Not approved.'

FUNDING PROCESS

Once a counter-signed GSEF Award Letter has been received by the Office of the Provost, students can begin the process of requesting grant funds for their GSEF projects. The Graduate Student Engagement Fund releases grant monies depending on the structure and circumstances surrounding each project. Please consult the **Funding Guidelines and Procedures** for more information.

All funding requests must be received within **2 months** of project completion or by the absolute deadline of June 30th, 2023. Submit requests to gsef@pratt.edu.

Projects awarded from the May 2023 application cycle can access funds after July 1st, 2023 but **MUST** first communicate what portion of the budget is needed after the June 30th, 2023 deadline.

All funding requests for summer 2023 projects must be complete by December 15th, 2023.

GRADUATE STUDENT ENGAGEMENT FUND CREDIT

Work published or exhibited by the grant recipient should be acknowledged as supported by the “*Graduate Student Engagement Fund of Pratt Institute.*”

REPORTING PROCESS

The funds awarded must be used in support of the project that was approved. Projects must be completed, and a **Final Report** submitted within 3 months of the project end date or by June 30th, 2023 to gsef@pratt.edu. For projects awarded from the May 2023 application cycle, reports must be submitted by December 15th, 2023.

Please note: reports are required! Without a report, the projects are not eligible for showcases and/or for features.

All forms can be found on the Graduate Student Engagement Fund website:

www.pratt.edu/gsef