GRADUATE STUDENT ENGAGEMENT FUND

APPLICATION GUIDELINES & PROCEDURES

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.

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: two graduate students, on a rotating basis, ideally representing different schools within the Institute, and at least two administrative staff representing the Office of the Provost and one faculty member. 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).

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.

Thesis students may apply for grants related to unique and particular dimensions of their research. Components of requirements common to all theses, such as printing, use of a particular material, etc. can NOT be funded by GSEF grants.

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 using this Google Form. Applications must be submitted by 11:59 P.M. EST on the due date; no exceptions. Below is a checklist that may be helpful as you prepare your application.

- **Eligibility** (meet all three)
  - All applicants are currently enrolled in a graduate program at Pratt.
  - No applicants have received a GSEF award in the current academic year. Students who have received an award during their first year can apply for the May deadline, which will count toward the next academic year.
  - This application is for unique and particular dimensions of my research. Funding is not available for common requirements related to coursework, theses, or culminating projects, such as printing or materials.
- **General Information** (including resume/CV and professional website/portfolio)
- **Project Information**
  - **Title**
  - **Start/end dates**
  - **Narrative description** - Provide a clear and succinct description about the scope of the work and project deliverables (e.g., creative output). Be sure to explain any field-specific terms or acronyms.
  - **Project Goals** - Include a statement of project goals, about how they will be achieved, and criteria you will use to judge the success of this project.
  - **Contributions** - Describe how this project contributes to your academic/professional development, as well as to Pratt Institute and the community (how will this work be shared).
  - **Work Plan** - Describe the proposed project work plan and timetable.
- **Budget**
  - **Amount requested** ($1,500 for individual project/$4,000 for collaborative project)
  - **Budget detail** - Provide specific details for each relevant category. At the end, you may provide justification for these amounts as well as supporting documentation (e.g., quotes or estimates). These figures should add up to the total amount requested.
    - Materials
    - Equipment
    - Facilities
    - Travel
    - Meals & Lodging
    - Fees
    - Consultant Honorarium
  - **Budget Justification** - Provide any additional details about the above budget figures. You may wish to provide justification for these amounts as well as supporting documentation (e.g., quotes or estimates**).**
  - **Additional details** (supporting documentation - compile additional documents into a single file before uploading.
- **Supplemental Materials** (Compile supplemental materials into a single file, not to exceed five pages total.)

APPLICATION DEADLINES

The deadlines for applications are as follows:

- October 15, 2025
- December 5, 2025
- April 3, 2026
  - First year students who have received awards during the October or December periods can apply for the April 2026 deadline, which will count toward the next academic year.

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. EST 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 degree offering 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. Submit requests to gsef@pratt.edu.

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 to gsef@pratt.edu.

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