



UNIVERSITY OF NOTRE DAME

COLLEGE OF ARTS AND LETTERS
INSTITUTE FOR SCHOLARSHIP IN THE LIBERAL ARTS

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Interim – Graduate Student Professional Development (GSPD)

I. Introduction

The Graduate Student Professional Development program is intended to assist graduate students with academic-related expenses when their needs cannot be met by the funding allocated to their specific department. Such needs might include expenses associated with doing or presenting research, or expenses associated with language or other skill training. Funding for the Interim Graduate Student Professional Development program will be allocated on a competitive basis.

II. Eligibility

Graduate students will normally be eligible to receive only one interim grant per academic year. All students in good academic standing pursuing a graduate degree in the College of Arts and Letters are eligible for participation in the Graduate Student Professional Development program. GSPD awards are available to graduate students in all areas of research and creative work in the College of Arts and Letters.

Those graduate students whose work has a European focus are also encouraged to apply to the Nanovic Institute for research funds. The **Nanovic Institute for European Studies** awards a variety of grants that support theses or other research reflecting the Institute's focus on Europe. For application procedures and materials, please visit the **Nanovic Institute's** grant programs webpage at <http://www.nd.edu/~nanovic/programs>.

Graduate student applicants are also encouraged to consult the Graduate Fellowship database for further information about funding. Please visit <http://www.grad.nd.edu/gfd/> for more information.

III. Application Process

Applications should come directly from the graduate student and should include the following:

- cover sheet
- student letter
- budget proposal
- letter of endorsement from advisor

→ The **cover sheet** contains general information about the student. All of this should be correct and complete. If any of the information on the cover sheet changes while the proposal is being reviewed or while the project is in progress, please notify ISLA.

→ The **student letter** should outline and justify the need for the funding, explaining exactly how it will assist the student's progress through their degree. The student's letter should also state what year of the degree he/she is in. This proposal letter should be about 1-2 pages in length.

→ The **budget proposal** should be a specific estimation of how the proposed funding will be used. It should itemize and justify each expense. If the budget is denominated in a foreign currency, please provide the USD equivalent, including the exchange rate. If the student has also applied to other funding sources, he/she must indicate in the proposal what other funding might be available to them, as well as the dates by which he/she will know the success of other funding application.

→ All applications must be supplemented by a **letter of endorsement from the applicant's advisor**. This letter should be sent by the advisor directly to the ISLA office, and applications cannot be processed and approved until the letter has been received. If there is more than one application from the same advisor, the advisor should write a single letter covering all applicants, and rank them in the order in which they think funding would be best allocated.

Please submit **1 hard copy** of all application materials to the ISLA office at 101 O'Shaughnessy Hall.

IV. Final Report

At the project completion, *each* student, whether working individually or as a member of a team, must submit a one-page formal report to the ISLA office.