RSMAS ALUMNI AWARD – OPEN TO INCOMING AND CURRENT STUDENTS
June 2011

Title: RSMAS Alumni Awards

Purpose of the award:
• To support and enhance the academic and scientific excellence of RSMAS graduate students

Structure of the Award:
• Awards are open to incoming or current graduate students
• Awards will be based on merit/academic achievement, “Selection will be based on the relative benefit of the award on the scientific and academic excellence of the applicant”
• Multiple awards may be given each year based on funds raised by the Alumni Association
• Awards will be made once per year (and the award period cannot extend past 1 year)
• Applicants may request awards between $2,000 and $10,000

Application Process:
• A completed application must be submitted to the Alumni Manager (Laura Bracken, 305-421-4207, alumni@rsmas.miami.edu) by July 1, 2011.
• The application must consist of the application page, a personal statement, a CV, and at least one letter of recommendation. A LOR must be received from a student’s advisor (for current graduate students), or from a recent professor or supervisor of an incoming student. All LORs must be accompanied by the recommender’s contact information.
• Nominations can be either self or advisor nominated.
• Additional letters of recommendation may be submitted from advisors, professors, supervisors, or RSMAS alumni.
• Incoming graduate student applicants must also include a complete transcript

Eligible Categories for Funding may include (but are not limited to):
• Independent research and field work not covered by advisor or research grant (i.e. dissertation improvement)
• Travel/per diem expenses related to professional conferences, research, training, course work, field work or career advancement
• Tuition or stipend not covered by academic advisors/divisions (this can include “topping off” stipends for PhD or Masters student to salary cap)
• Professional development activities (training, extramural academic classes, etc)
• Purchase of research-related equipment or analysis not covered by advisor or research grant
  o Equipment over $5,000 will be University of Miami property
  o Equipment under $5,000 will be recipient’s property

Selection Process:
• Final selections will be made public by early August
• Selection will be based on the relative benefit of the award on the scientific and academic excellence of the applicant.
• The selection of the awardees will be made by the Alumni Award Selection Committee (panel of two Alums, the Alumni Manager, and one student representative).
• The committee will numerically rank the proposals and the proposal with the highest average rankings will win the award. In the result of a tie, the committee will re-rank the tied proposals.
• Committee members familiar with the applicant must make the committee aware of their relationship and member objectivity must be ensured.
• Applicants can receive awards more than once in their academic career, but preference will be given to first-time awardees.
• One RSMAS Alumni Award Committee member will be assigned as point of contact for each awardee

Awardee Responsibilities:
• Awards must be spent by May 31, 2012
• Awardees will be required to account for expenses mid-way through award period, and at the end of the award period.
• Awardee will make an informal presentation to the Board at the mid-term (with an accomplishment and budget update), and a more formal presentation to the board at the end of the award period. At this time, the awardee will submit an accomplishment and financial report.
• If the award will not be used as originally intended, the awardee must present the proposed change to the board for approval before the change is made or risk being required to return the award.
• Awardee’s graduate advisor must agree to oversee proper dispensation of the award, as award will be wired to the advisor’s account for dispensation.
• Awardees are strongly encouraged to attend RSMAS Alumni Board meetings for the award period, AND ARE STRONGLY ENCOURAGED TO CONTRIBUTE TO alumni outreach or fundraising materials.
• Any publications or presentations that arise from RSMAS Alumni funding must include an acknowledgement of the funding source.

FAQs:
Can I apply for funds to attend a conference? 
Yes. However, priority will be given to MAJOR NATIONAL AND INTERNATIONAL CONFERENCES and those with leadership roles at the conference or those giving oral presentations.

Can I submit two applications during one academic year? 
No. Only one application per student will be considered in any given year.

Can I receive Alumni Award funds more than once during my academic career? 
Yes, although preference will be given to those receiving the award for the first time.

Who owns the equipment purchased with RSMAS Alumni Award Funds?
  o Equipment over $5,000 will be University of Miami property
  o Equipment under $5,000 will be recipient’s property

Can I buy a computer or PDA with RSMAS Alumni Award Funds? 
A student’s advisor should provide the computing capabilities needed for student success at RSMAS. However, the Alumni Association will consider requests for novel technology that will significantly enhance the research experience of the student at RSMAS.
APPLICATION PAGE

• Name
• Date
• Phone number
• Email address
• Incoming or current student
• Division/year if applicable
• Advisor, Committee

ADDITIONAL INFORMATION REQUIRED

• Personal Statement
• Budget – please include a description of any matching funds, leverage or in-kind
• CV
• Letter of recommendation from Advisor required – additional letters may be submitted
• Transcript