UNIVERSITY OF MISSOURI-KANSAS CITY WOMEN'S COUNCIL
GRADUATE ASSISTANCE FUND
FOR GRADUATE AND PROFESSIONAL STUDY

ANNOUNCEMENT

January 2004

The UMKC Women's Council established the Graduate Assistance Fund (GAF) in 1971 to provide financial support to women currently enrolled in graduate programs or women in or approaching their final year of study in the schools of Dentistry, Law, Medicine and Pharmacy. The fund is focused on the dimension beyond the classroom and, therefore, does not fund tuition and textbooks. It is, however, designed to assist women students as they complete requirements for graduate and first professional degrees, to help facilitate studies, and to enrich and encourage educational experiences.

Each student may submit only one application per year. Students funded in previous years may apply again for opportunities not previously funded. Applications are reviewed by a committee comprising UMKC administrators, faculty, and members of the UMKC Women's Council. The deadline for submission is February 16, 2004.

Fellowships are granted in amounts up to $2,000. Applications will also be reviewed for exceptional merit and, at the committee's recommendation; recipients may be awarded an additional stipend.

Applications will be available on the website http://www.umkc.edu/wcouncil/gaf after December 1, 2003. Applications will also be available in the Graduate Studies office, the Dean’s office in each school, at the University Center Information Desk, at the Women’s Center and in the Women's Council office (Administrative Center - 300B). Please read the instructions carefully and provide all information requested. Incomplete applications WILL NOT be considered.

An approximate total of $60,000 will be awarded by the committee for Women's Council Graduate Assistance Fellowships. Fellowships are merit based and reflect well on the credentials of the recipient. An estimated 40-45 fellowships will be awarded.

The Women's Council is very proud of the support the GAF makes available to women students and we hope you can utilize this opportunity.

Please return your application by 5 p.m., February 16, 2004 to the Women’s Council office, 300B Administrative Center, 5115 Oak Street, or mail to Women’s Council, UMKC, 5100 Rockhill Road, Kansas City, MO 64110-2499.

If you have any questions, please contact Kim Huyett in the Women's Council Office huyettk@umkc.edu or (816) 235-1565. Students with speech or hearing impairments may use Relay Missouri, 1-800-735-2966 (TT) or 1-800-735-2466 (Voice).

Workshops to help students with the application process will be given by Kim Huyett. Check for dates and times through the Women’s Council office at the Administrative Center or at the Women’s Center. Call 816-235-1565 for reservations.
University of Missouri-Kansas City Women's Council
Graduate Assistance Fund
For Graduate and Professional Study

Graduate Assistance Fund Fellowships:
Access and complete the form on-line at www.umkc.edu/wcouncil/gaf

Eligibility of Applicant:
Graduate Level: UMKC women graduate students in a post-baccalaureate approved program of study who have demonstrated success at the graduate level.

First Professional: Women students in the schools of Dentistry, Law, Medicine and Pharmacy. Students in Law and Dentistry must complete their degree program in 2004 or 2005 to be eligible.

Examples of Eligible Funding Requests:
• Support for research activities; scholarly activities/projects
• Travel related to applicant's degree program (e.g., presentations, workshops, research, master classes)
• Enrichment programs directly related to student's program of study
• Special needs requests

Ineligible Funding Requests:
• Standard textbooks and tuition
• Equipment and standard supplies for a department/school or that are routinely provided by a department/school
• Computer hardware

Selection Criteria/Considerations:
Clarity of Proposal/Project/Request
• Clear working title
• Purpose of research or scholarly experience
• Significance or importance to applicant's field of study
• Description of methods to achieve purpose or goals
• Proposal presented in a clear, professional manner

Student Qualifications: Consideration is given as to whether the applicant has the expertise to complete the research, project or scholarly activity. Decisions are based on the application, faculty recommendations, student academic record, and how far the applicant is into her degree program.

Budget: Budget items should be justified, prioritized, and appropriate to the request. Explain any item that could be questioned (e.g., supplies) or does not have an obvious purpose (e.g., air fare).

Extenuating Circumstances: If there are circumstances impacting your graduate study, please briefly explain them in the section provided. Examples could include financial hardships, family issues, divorce or physical limitations.

Annual Application and Selection Time Line:
• February 16, 2004 - Deadline for applications to Women's Council
• March, 2004 - Committee selects recipients
• March, 2004 - Applicants are notified of committee decisions
• April 29, 2004 - Recipients are honored at Women's Council Luncheon and awards presented

Immediate Aid Grants: A limited amount of the Graduate Assistance Fund is set aside annually to provide assistance to students who have an immediate need that cannot wait for the regular Fellowship process. These funds most often provide travel assistance to present a paper or to do specific research and are often matched by Graduate Studies. Amounts awarded vary, but usually are between $100-$250. Applications are available on the Women's Council's web page, www.umkc.edu/wcouncil/gaf they may also be obtained from Graduate Studies or the Women's Council Office, 3rd Floor, Administrative Center, 5115 Oak Street, during regular business hours. These funds are available after July 1 each year and until designated funds are depleted.

Application Deadline: February 16, 2004 by 5 p.m.
Fellowships are up to $2,000 with the opportunity for additional exceptional merit awards

Campus 300B Admin. Center - 5115 Oak St.
Pick Up Graduate Studies Office - 5115 Oak
Locations: Univ. Center - Information Desk
• Dean's/Graduate Faculty Offices
• Women's Center - 105 Haag Hall
Return to: 300B Administrative Center
or mail to: UMKC Women's Council,
5100 Rockhill Road, KCMO 64110
Phone: 816-235-1565 E-mail: huyettk@umkc.edu

Disqualifications
• Handwritten application
• Late submission
• Incomplete application
University of Missouri-Kansas City Women's Council  
Graduate Assistance Fund  
For Graduate and Professional Study  

PART I: GENERAL INFORMATION  

ONLY ONE APPLICATION ACCEPTED PER STUDENT.
TO BE COMPLETED BY STUDENT
Form available on Web site: http://www.umkc.edu/wcouncil/gaf .
Print and provide hard copy or pick up form and return typed copy.

A. Applicant Name _____

Title of Proposal _____

Soc. Sec. No. _____   Day Phone (   )  Evening Phone (   )

Local Address (City, State, ZIP) _____

Permanent Address (City, State, ZIP) _____

E-mail Address _____________  Is e-mail a dependable way to reach you?   ☐ Yes ☐ No

Please Indicate Area(s) of Study:
☐ Arts & Sciences ☐ Biological Sciences ☐ Business & Public Admin.
☐ Computing & Engineering ☐ Conservatory ☐ Dental Hygiene
☐ Dentistry ☐ Education ☐ Graduate Studies
☐ Law ☐ Medicine ☐ Nursing
☐ Pharmacy

Please Indicate Degree Sought:
☐ MA ☐ MS ☐ MM ☐ MBA ☐ MPA ☐ MFA
☐ EdD ☐ DMA ☐ Ed Spec ☐ MSW ☐ MSN ☐ MALS
☐ PhD (Interdisciplinary) ☐ PhD (Non-interdisciplinary)

1st Professional: ☐ JD ☐ MD ☐ DDS ☐ PharmD

Major/Area of Emphasis _____

Interdisciplinary Emphasis  1. ___________________________  2. _____

Cumulative Graduate GPA ____________________________ Current Hours Enrolled _____

Total Program Hours Required ___________________________ Hours Completed to Date _____

Expected Graduation Date _____

Office Use Only

Date Rec’d. __________________

1st Rec. Ltr. __________________

2nd Rec. Ltr. __________________

B. Title and Purpose of Proposal
1. Title: _____

2. Brief Statement of Purpose: _____

C. Additional Proposal Information
1. Is the proposal part of your thesis or dissertation research? □ Yes □ No
2. Does the proposal fulfill a requirement for your degree? □ Yes □ No
   a. If yes to 1 or 2, has your supervisory committee approved the proposal? □ Yes □ No
   b. Does your proposal require approval by the Institutional Review Board? □ Yes □ No
   c. If yes, have you obtained approval? □ Yes □ No
   d. If you need approval and have not received it, when will you hear? □ Yes □ No
3. If your proposal involves presenting at a specific program or conference, have you or your work been accepted? □ Yes □ No
   If acceptance is pending, when do you expect to hear? _____
   (We must know as soon as possible whether or not you have been accepted.)

D. Amount Requested (not to exceed $2,000)
   $ _____
   (NOTE: GAF awards do not pay for standard tuition or textbooks.)
1. Total budget actually required for you to complete your proposal $ _____
2. Has your academic unit/department committed any funds for this proposal? □ Yes □ No
   If yes, how much? □ Yes □ No
3. Is your work on this proposal part of funded faculty research? □ Yes □ No
   If yes, please justify your request for additional funding.

E. Letters of Recommendation: Two letters of recommendation from UMKC faculty/adjunct faculty members (current or prior) who have taught you at your current level are required. After obtaining faculty consent, present to each faculty member one of the enclosed faculty information sheets.
   NOTE: These faculty recommendation letters are an essential part of the selection process.

   Please provide name, campus phone number, and e-mail of the two faculty.
   1. Faculty Name _____ Campus Phone No. _____
      E-mail _____
      □ Letters are attached □ Letters are to be mailed by faculty
   2. Faculty Name _____ Campus Phone No. _____
      E-mail _____
      □ Letters are attached □ Letters are to be mailed by faculty

F. Signature of Dean, Assistant Dean, or Department/Division Chair (Required)
I have read the above information concerning department/division resources available to the student and I confirm its accuracy.

Name (print) _____
Signature _____ Title _____
PART II: GAF FELLOWSHIP APPLICATION

A. Proposal

Within two typewritten or printed pages, please provide the following information:
1. Title and purpose.
2. How you plan to use the funding. (This is an opportunity to clarify your budget.)
3. A summary of your proposal in clear terms.
4. The relevance of this proposal to your educational goals (especially important if your proposal is not required for your degree).
5. A brief explanation of why you are seeking a graduate degree.

NOTE: Please use short paragraphs, lists where relevant, and clear headings. Additionally, please include a brief explanation of tools, instruments, locations, or events that may not be obvious to volunteer lay readers.

B. Budget

Itemize and justify the budget for your proposal, not for the total proposal cost. Please list items in order of priority and be as specific as possible. (For example, confirm travel and housing costs.) You may use an additional page if necessary.

1. _____ $ _____
2. _____ $ _____
3. _____ $ _____
4. _____ $ _____
5. _____ $ _____
6. _____ $ _____

Total Requested: $ _____ (not to exceed $2,000)

C. If you do not receive the amount you requested, what challenges will you face in funding or completing the proposal? (This could include challenges relating to health, family, income, etc., that could impact your ability to self fund or access other funding.)

_____
To be considered, your application must be complete. Please review this check list carefully.

A. All applications must include the following:

☐ Part I: General Information  I have completed and signed all segments.

☐ Part II: GAF Fellowship Application  I have completed with no more than two additional pages of Proposal description and one additional page of budget justification.

☐ Part III: Application Check List  I have read and signed my applicant statement below.

☐ Letters of Recommendation  I have asked two UMKC graduate faculty to submit letters of recommendation. I have provided a copy of my application to each faculty member so she/he can attest to my budget, project and need.

Applicant Statement

B. I understand that an official transcript is required and that the Graduate Studies office will request it from the UMKC Registrar's office - at no cost to me. My signature on this application will authorize release of my transcript for committee use only and will be held in strict confidence. The office of Graduate Studies has my permission to request an official transcript from the UMKC Registrar.

I understand that the information in item C on Page 5 will be used to help determine my eligibility for a particular award and will provide useful statistical data.

C. I hereby certify that if I am granted a Graduate Achievement Fellowship I will use it for the purposes indicated herein. I understand that I am to submit a brief report to the UMKC Women's Council upon the completion of the proposal for which the award is being made.

Signature of Applicant _____  Date: _____
On the average, 40 to 45 awards are given each year to women in all disciplines of graduate and professional study at UMKC. In addition to the general Women's Council fellowships, consider checking for additional fellowships administered by Graduate Studies or your individual department.

The following information will help the Women's Council determine your eligibility for particular awards, report the support provided, and collect data to support fund raising and grant requests.

A. **Previous Requests for Funding**
   1. Have you previously applied for funding from the Women's Council? □ No □ Yes, Year
   2. Have you received funding from the Women's Council? □ No □ Yes, Year
   3. If you have received funding, how much did you receive and how did you use it?
      a. Did you complete and submit a report to Women’s Council? □ Yes □ No
      *(Required to be considered for another award.)*

B. **Employment**
   Are you employed? □ No □ Yes
   Employment Level: Management □
   Professional □
   Clerical □
   Other □
   If yes, hours per week ______

C. **Demographic Information (Optional)**
   This information will help the Women’s Council build data to obtain gifts and grants as well as to identify recipients eligible for awards designated for specific ethnic groups.
   1. Ethnic Origin: □ Native American □ Asian □ Asian Pacific
      □ African-American □ Hispanic □ Caucasian
   2. □ Citizen □ Resident Alien □ Non-resident Alien
   3. Age ______ Marital Status: □ Married □ Single □ Divorced
      □ Separated □ Head of Household

D. □ I would be willing to speak on behalf of the Women's Council to promote giving to the Graduate Assistance Fund.

Signature
Please provide this letter to the UMKC faculty member selected to prepare your letter of recommendation at least three (3) weeks before the deadline. Applications cannot be considered without the faculty letter of support. Due February 16, 2004 to Kim Huyett (see contact info below).

December 2003

ATTENTION: UMKC Graduate Faculty

FROM: UMKC Women’s Council
       GAF Fellowship Selection Committee

RE: Student Letter of Recommendation for GAF Fellowship

If you have agreed to write a letter of recommendation for a female graduate student who is applying for a UMKC Women’s Council Graduate Assistance Fund award, we thank you for your time and effort in support of this student. The applicant could be awarded up to $2,000, with the possibility of an additional merit stipend.

Your letter must be typed. Please include with your comments as much of the following information as possible:

- Quality of the student’s academic work
- Estimate of her project’s value to her field of study
- Importance of proposal to student’s success
- If project requires IRB approval, has not yet been approved, how likely is it to be approved?
- Comments on proposed budget (Can anything be eliminated?)
- Your approval of the proposal
- Indication of your advisory role with this applicant (supervisory committee chair or member, instructor, etc.)

With the increased number of applications, the review process is very competitive. If you do not feel you can recommend a student or if you cannot give adequate time to writing a letter, please ask her to contact another faculty member. The faculty letters are a very important component of the application. We appreciate your taking your responsibility seriously, as the student’s selection for an award may depend on your letter.

If you have questions, please contact Kim Huyett at 816-235-1565 or e-mail huyettk@umkc.edu. Please return your letter to Kim Huyett, 313 Administrative Center, by 5 p.m., February 16, 2004. (Send in a week before the deadline to avoid mishap.)

Again, thank you for your support.

c: Deans and Directors
Please provide this letter to the UMKC faculty member selected to prepare your letter of recommendation at least three (3) weeks before the deadline. Applications cannot be considered without the faculty letter of support. Due February 16, 2004 to Kim Huyett (see contact info below).

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