Application Guidelines for Funding from
Pancratz Career Development Center

The Pancratz Career Development Center has limited funding available for College of Business and Public Administration student organizations, students and departments for programs and events directly related to career development.

Deadlines for proposals:

January 29, 2016 by 4:30 pm

September 15, 2016 by 4:30 pm

In order to apply for funding, the group served by the funding must be composed of CoBPA students that pay the Business Program fee. Projects that serve faculty needs will not be considered. Proposals may not be course related if you are receiving credit for the course. Funding proposals must be limited to costs directly related to the purpose of the project and should not include Per Diem for food costs if for travel.

Proposals must be written in the order below addressing the following areas: (detailed explanations are welcome along with a spreadsheet detailing each person and amount)

1. What is the program/event you are proposing and what are the goals?
2. Number of CoBPA students served
3. Majors and levels of students represented
4. How the program/event helps CoBPA students with career development
5. How the Pancratz Career Development Center will be involved
6. Outside entities (i.e., employers, alumni) that will be involved
7. A total dollar amount clearly stated for each student (please double check your numbers for accuracy)
8. Accurate cost estimates listed for each student (please double check your numbers for accuracy)
9. Plans for obtaining funding from other sources
10. List of names and amounts requested from other programs on campus for funding (i.e., VPAA’s Office, CoBPA non-tech fee funding).

Proposals may be authored by CoBPA faculty, staff, and/or student organizations officially recognized through Student Involvement. Funding will be determined by a combination of the merits of the forwarded projects, the number of projects under review, and the amount of funding remaining in the budget. Not all projects may be funded during the year.

Funding will be allocated according to the proposal. Partial funding is possible. No additional dollars will be given if the costs are higher than the projected amount of the proposal. If the actual costs are lower than the projected proposal, the remaining funding will be returned to the Pancratz Career Development Center pool for reallocation. Proposals for individuals are limited to a maximum amount of $250 per person.

Examples of the types of proposals that will be reviewed under this program include:
Funding support for members of student organizations to attend or present at career-related events.
Departments hosting networking/internship events attended by employers.

Please submit electronically to Kathy Lund at kathy.lund@business.und.edu by the deadlines stated above. Any applications received AFTER the deadline will be reviewed during the next application cycle.