

UNDERGRADUATE DEVELOPMENT AWARD APPLICATION GUIDELINES

The College of Music offers awards to undergraduates for expenses associated with presenting at professional conferences, performing at off-campus competitions, festivals, or master classes, and participating in selective summer festival/educational programs (NOT including the Aspen Music Festival, which has a separate scholarship fund). To be eligible for an undergraduate development award, students must be program participants and not simply attending the event.

The maximum award for individual proposals is \$500. The maximum award for group proposals (presentations or performances involving more than one undergraduate student) is \$800. Group proposals (one set of application materials and a resume for each participant) should be submitted by a student leader or faculty supervisor. All applicants must submit proposals in advance of the event.

Innovative proposals that do not involve invited/refereed professional presentations or performances will be considered by the Undergraduate Award Committee. Proposals will be evaluated based on both the merit of the event/experience as well as the completeness and quality of the proposal documents.

No Applications Will Be Accepted After April 1, 2026.

The items below should be completed / submitted electronically to [Associate Dean Roeder](#) as attachments in one email:

- Completed application form
- Description of project, including explanation of its benefits to you (1-2 double-spaced pages)
- Budget with itemized expenses; list all expenses incurred even if not expecting to be covered by UDA award amount
- One-page resume
- Documentation of event (brochure, etc. if available; scanned and attached as PDF file)
- Faculty recommendation which should be confidential and submitted by the faculty member directly to Dean Roeder. Applications without a faculty recommendation will not be accepted.

Undergraduate Development Award Payment Guidelines

Award recipients will receive payment for the following types of expenses as a direct reimbursement. Reimbursements will be processed at the conclusion of the event, and award recipients must provide a receipt documenting their proof of payment.

- Travel (air, ground, and lodging)
- Registration fees for conferences, competitions, festivals, and educational programs

Award recipients will receive payment for the following types of expenses as a scholarship. Scholarships will be processed at the beginning of the fall semester, and award recipients must provide a receipt documenting their proof of payment.

- Master classes or private lessons provided by an individual
- Recording services or any other type of service

UNDERGRADUATE DEVELOPMENT AWARD APPLICATION

Name _____ Date _____

Email Address: _____ Year in School: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Degree: _____ Major Instrument/Voice: _____

Applied Teacher: _____ Anticipated Date of Graduation: _____

Event Name, Dates and Description:

Brief summary of your proposal (why funding is needed and how it will be used):

Grants, awards, and other sources of funding received or pending (other than family funds):

Previous Undergraduate Development Awards you have received: