

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 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, 2025.

The items below should be completed and submitted electronically to [Associate Dean Matthew 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 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, other sources of funding received or pending (other than family funds):

Previous Undergraduate Development Awards you have received: