

# *Student Research and Development Fund*

## **GRANT GUIDELINES**

### INTRODUCTION

Saint Mary's College Student Research and Development Fund supports and encourages independent academic research and professional development for all traditional undergraduate students through the distribution of grants to individual students.

### ADMINISTRATION

The Student Research and Development Fund Committee is administered by the Dean of Student Life and the Dean for Mission and Faculty Development. Committee members include three faculty (one from each TUG school) and two students. The committee meets near the end of each month (Sept-May) to review applications. All applicants will be notified of the status of their grant application in writing at their local address (with copies to their faculty advisor and project/activity mentor) within one week of the meeting. Students receiving a grant will receive a check at the same address approximately two weeks later.

The Committee reports semi-annually to the College community announcing the recipients and their projects/activities.

### SCOPE

Activities eligible for support must be related to the student's disciplinary or professional/career development. These may include, but are not limited to, attendance and /or participation at conferences, seminars, workshops, or academic fora, or work on research projects, practical application projects or publications. Not eligible are club activities, admission exams, tuition for summer school courses, group projects, and expenses incurred in fulfilling course requirements.

### GUIDELINES

1. All undergraduate students are eligible to apply.
2. Students should complete and submit all application materials to the Student Research and Development Fund Committee (Faculty Development Office, Academic Affairs) by the 20th (or earlier) of the month prior to the project/activity for which funding is being requested. Late applications or applications for retroactive awards will not be considered.
3. Students may apply for one grant per academic year for a maximum amount of:
  - \$500 for active participation (presentation of a paper or poster, or musical or artistic work, or research).
  - \$300 for passive participation (attendance only).

The committee reserves the right to determine the appropriate level of funding. Funds are limited and will be available until the fund is exhausted.

4. Students may also apply to other sources for funding (organizational funds, School funds, etc.).

5. Students must identify and work with a project/activity mentor who will guide their work. A letter of support for the project from the project/activity mentor must be included with the application. This letter should include information regarding the mentor's understanding of the project/activity, the mentor's evaluation of the project/activity and its possibility for success and a willingness to serve as the mentor for the student.
6. Students awarded grants must submit a written report of the funded project/activity within thirty days of its completion to the Student Research and Development Fund Committee. Please use the "Report of Project/Activity" form (following) and attach receipts for all expenditures. No further applications will be considered until this report with receipts is received. Any unused portion of the grant must be returned.

Students awarded grants must also be willing to participate in the annual Student Research "Event" (or other campus reporting activity) explaining their participation and sharing their experiences with the campus community.

Any resulting publication or award should include acknowledgement of the grant.

***Student Research and Development Fund***  
**GRANT APPLICATION**

PLEASE READ THE GRANT GUIDELINES CAREFULLY BEFORE COMPLETING THIS APPLICATION.

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Local address: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Year: \_\_\_\_\_

Project/activity mentor: \_\_\_\_\_ Faculty advisor: \_\_\_\_\_

Title of project/activity: \_\_\_\_\_

Location of project/activity: \_\_\_\_\_ Date of project/activity: \_\_\_\_\_

Estimated Expenses -

Transportation:

Lodging:

Meals:

Registration:

Other:

Total Estimated Expenses: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Do you have other sources of funding? Yes/No

If so, please indicate the amount of additional funding and source of those funds:

1. Attach a detailed explanation (1-2 pages) of the project/activity, including answers to the following questions: How is this project/activity related to your disciplinary study and/or to your professional development? What question(s) are you studying? What are your anticipated learning outcomes? How will you report to the campus community? Attach supporting documents such as a program or brochure of the event showing your involvement and/or costs of the project/activity.
2. Attach a letter of support from your project/activity mentor (must be a faculty or staff member, see Guidelines for details).

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of project/ activity mentor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

***Student Research and Development Fund***  
**REPORT OF PROJECT /ACTIVITY**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Title of project/activity: \_\_\_\_\_

Location of project/activity: \_\_\_\_\_ Date of project/activity \_\_\_\_\_

Description of the project/activity and how participation contributed to your academic/ professional development. Also explain if you will report to the campus community at the annual Student Research "Event" or at another campus reporting activity. (Separate sheet may be attached.)

Amount of award: \_\_\_\_\_

Actual Expenses -

Transportation:

Lodging:

Meals:

Registration:

Other:

Total Actual Expenses: \_\_\_\_\_ (Attach refund, if applicable: \$ \_\_\_\_\_)

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of project/activity mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Report must be submitted to the Faculty Development Office within one month after the conclusion of the funded project/activity with receipts attached for all expenditures up to the amount awarded.*