

Undergraduate Student Research and Professional Development Fund

GRANT GUIDELINES

INTRODUCTION

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

ADMINISTRATION

The Undergraduate Student Research and Development Fund Committee is administered by the Director of Faculty Development. Committee members include a faculty member (from each school) and two undergraduate students. The committee meets near the end of each month (September to May excluding December) 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/or project/activity mentor) within one week of the meeting. Students receiving a grant will receive a check at the same address promptly to support the activity.

The Committee reports 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 additional courses, group projects (in a course), 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 Undergraduate 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 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 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 Undergraduate 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.

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

Revised 8/31/11

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GRANT APPLICATION

READ THE GRANT GUIDELINES CAREFULLY BEFORE COMPLETING THIS APPLICATION.

Name: _____ ID# _____
Phone: _____ E-mail: _____
Local address: _____
Program/Major: _____ GPA: _____ Year: _____
Faculty Advisor: _____
Project activity mentor: _____
Title of project/activity: _____
Location of project/activity: _____
Date of project/activity: _____
Project/activity location: _____
Estimated Expenses -
Transportation:
Lodging:
Meals:
Registration:
Other:
Total Estimated Expenses: _____ Amount requested: _____
Do you have other sources of funding? (circle one) 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? 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.

Signature of applicant _____ Date: _____
Signature of project/ activity mentor _____ Date: _____
Signature of Faculty Advisor: _____ Date: _____

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REPORT OF PROJECT /ACTIVITY

Name: _____ Program/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 a specific event. (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