

Student Application to the College of Arts and Sciences Dean's Fund

(Rev. 7/21)

Purpose: The College of Arts and Sciences Dean's Office awards undergraduate students *modest supplemental* grants to help support their scholarly and creative activities, such as

- Work associated with their senior projects or similar scholarly and creative endeavors by seniors;
Joint proposals are welcome.

Amount of awards: The Dean's Fund awards no set amount, but \$500 is an usually large award. The amount awarded depends, in part, on the nature, purpose, and amount of the request. *Students should prioritize requests for FPDF, recognizing that funding is limited. Students are expected to contribute to their own professional development and are expected to assume 1/3 of the costs associated with their request, if possible, and to seek funding from other sources, such as a Stetson Undergraduate Research Experience (SURE) grant, the department of the student's major, or an honor society.* The Dean's Fund will support no more than one proposal per academic year for each student.

Timing of awards: Grants are awarded on a rolling basis. Typically, applicants receive notification within three weeks from when the student's faculty mentor emails an electronic copy of the completed application for Dean's Funding to artsandsciencesdean@stetson.edu and copy Associate Dean David Hill (dhill@stetson.edu). Dean's Funding approval must be obtained *prior* to any proposed purchases. Any funds awarded will be distributed to the student as a reimbursement of actual expenses for approved expenditures with proper documentation (e.g., original, itemized receipts), after the student has submitted the appropriate documentation, as noted in the section below, "Expectations of award recipients."

Procedure: Student applicants should download and complete the application materials below and email them to their faculty mentors. The faculty mentor should evaluate the project; attach a confidential letter of support/endorsement to the application; obtain the department chair's/program director's memo of support on second page of cover sheet; and send electronic copies of all materials to artsandsciencesdean@stetson.edu and copy Associate Dean David Hill (dhill@stetson.edu).

Faculty mentor's roles: Upon receipt of the student's completed application to the Dean's Fund, the faculty mentor should write a confidential letter in which she or he:

- Briefly describes the nature, objectives, methodology, and expected or realized outcomes of the student's scholarly or creative activity;
- Offers a candid evaluation of the proposed or completed work;
- States her or his role in the student's project;
- Specifies her or his level of endorsement of the student's request;
- Advise student on appropriate venue and ways of making that venue affordable;
- Have chair/program director indicate the amount of departmental support on second page of cover sheet, 1/3 of the costs associated with the request is expected to be assumed by the department/program, if possible; and
- Identifies other feasible sources of student funding and specify amount of funding, if known.

The faculty mentor should email the student's completed application and the confidential letter to artsandsciencesdean@stetson.edu and copy Associate Dean David Hill (dhill@stetson.edu). Should the applicant receive Dean's Funding, the faculty mentor will be expected to submit to artsandsciencesdean@stetson.edu and Associate Dean David Hill (dhill@stetson.edu), a confidential written evaluation of the student's work or conference presentation within three weeks of the completed work or at the latest, the last day of classes of the term for which funding was received.

Narrative: Applicants should complete the cover and Budget Sheets below and attach additional pages in which they write a narrative that addresses the items below as thoroughly, clearly, and succinctly as possible. If applying for Dean's Funding to support work on a proposed senior project or other scholarly or creative endeavor by a senior, the applicant's responses to the applicable items below should refer to the *proposed* work.

The Narrative section of the application must address these features of the work for which Dean's Funding is sought:

- Introduction, including a discussion of the nature or type of scholarly or creative endeavor and of the project's objectives and significance, with brief, but specific, reference to the scholarly literature on the topic or subject;
- Methodology and procedures for conducting the work, with explicit reference to the discipline's standards, protocol, methods, instrumentation, procedures, etc.;
- Outcomes, including a description of the anticipated or realized findings, products, services, or other outcomes; and
- Dissemination of results, including a description of how your project will be evaluated and of how and with whom your outcomes will be shared.

(Applicants who have completed their work may attach an extended abstract in which all items above are answered, in lieu of writing a separate account.)

Budget: On the Budget Sheets below, regarding your resource needs and proposed budget,

- For those requesting support to *undertake* a senior project or other scholarly and creative activities by seniors:
 - Provide the total estimated costs of your project (i.e., the anticipated costs for which you are seeking funding, which appears at the end of your Budget Sheet in the column "Anticipated Cost," *and* costs for which you are not seeking funding).
 - Identify other possible sources of funding and their amounts, including self-funding and departmental/program funding.

Expectations of award recipients: Students awarded Dean's Funding are expected to assume these responsibilities:

- Acknowledge Dean's Funding in their papers, posters, oral presentations, and other forms of dissemination of the project's outcomes;
- Present the results of their projects at Stetson's annual Showcase event in the spring semester;
- If it is not possible to present the project at Stetson's Showcase, present it on Stetson's campus or elsewhere in another appropriate publicized venue, as approved by the faculty mentor;
- Request that your faculty mentor submit a brief, confidential written evaluation of your work to the Dean's Office within three weeks of the completed work or at the latest, the last day of classes of the term for which funding was received.; and
- Provide the items below to the Dean's Office within three weeks of the completed work or at the latest, the last day of classes of the term for which funding was received:
 - A completed *Student* Expense Report form (located on Stetson's public, or P, drive under /Forms/Arts and Sciences Forms);
 - *Original, itemized receipts for approved expenditures*, with the awardee's name printed legibly on each receipts: *Students will not be reimbursed for their expenses without such receipts*;
 - An abstract (150 words); and
 - A brief, but specific, self-evaluation and description of the use of the award funds (300 words).

COVER SHEET
Student Application to the College of Arts and Sciences Dean's Fund

APPLICANT'S INFORMATION

Name:

Date of Application:

Stetson ID #: 800-

Phone # w/ area code:

Email address:

Campus box #:

Major(s):

Minor(s):

Graduation date:

Degree (BA/BS):

**COURSE WORK AND EXPERIENCES THAT HAVE PREPARED YOU
TO UNDERTAKE YOUR PROJECT:**

TITLE OF COURSE/TYPE OF EXPERIENCE	SEMESTER AND YEAR COMPLETED	GRADE

Title of project:

Project's start date:

Project's completion date:

In brief, state the reason for applying for Dean's Funding:

FACULTY MENTOR'S INFORMATION

Name:

Department/Program:

Email address:

Applicant's signature:

Date:

Faculty mentor's signature:

Date:

Department Chair's/Program Director's Memo on Funding

BUDGET SHEETS

Please provide accurate estimates of all of your anticipated costs *and* of the amount of funds you are requesting from the Dean's Fund in all applicable categories below. Please write legibly; attach additional pages, as needed.

Categories:	Anticipated Costs
<u>Consumable supplies</u> (e.g., lab, art, office, and other supplies, etc.)-- Please specify:	\$
<u>Print, media, technology materials and related resources</u> (e.g., printed materials, media resources, computer software, equipment or instrumentation, etc.)-- Please specify:	\$
<u>Services</u> (e.g., photocopying, printing, submission or page costs for publication, film processing, etc.)-- Please specify:	\$
TOTAL FOR ALL CATEGORIES	\$
STUDENT'S SELF FUNDING	\$
DEPARTMENT/PROGRAM FUNDING	\$
OTHER FUNDING SOURCES, SUCH AS SURE GRANT, HONOR COUNCIL, ETC.	\$
AMOUNT REQUESTED FROM DEAN'S FUND	\$

REMINDER: ATTACH PAGES THAT ADDRESS THE QUESTIONS UNDER THE "NARRATIVE" SECTION ABOVE; APPLICATION IS INCOMPLETE AND WILL NOT BE REVIEWED WITHOUT THIS INFORMATION.

For use by the Dean's Office:

Dean's signature:

Date:

Dean's Fund amount awarded:

Other source(s) of funding and amount(s):