

Dean's Fund Information

Purpose:

The College of Arts and Sciences 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 (e.g., conference travel, travel to archives, art supplies, etc.). Joint proposals are welcome.

Award Amount and Contributions:

- The Dean's Fund awards no set amount, but \$700 should be considered a large award.
- The amount awarded depends, in part, on the nature, purpose, and amount of the request. Generally, if approved, the Dean's Fund will contribute up to 50% of the total cost.
- Students are expected to contribute to their own professional development and are expected to assume some of the costs associated with their request.
- The program associated with the student's proposal should work with students to help cover the costs as well.
 - Students will need to upload documentation of program financial contribution as part of their application.
 - This documentation of financial support at the program level indicates endorsement/recommendation of the student's proposal.
- If possible, the student should seek funding from other sources, such as a Stetson Undergraduate Research Experience (SURE) grant or an honor society.

Timing of Awards and Reimbursement:

- Grants are awarded on a rolling basis.
- Typically, applicants receive notification within three weeks from submission of a completed application.
- 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.
 - Students should work with the Dean's office to submit receipts.

Obligations

- Students must acknowledge the Dean's Fund grant in written and oral presentations and displays of their work.
- Students will present their work prior to graduation at an appropriate campus forum or disciplinary venue (e.g., Stetson Showcase, a conference, an exhibition), to be determined in consultation with their faculty mentor.
- Students will work with their faculty mentor or Career Success to list their grant award/project on their resumes.

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- Students will request that their faculty mentor(s) submit a brief, confidential written evaluation of the student's completed project to the CAS Dean's Office by the end of the final exam period for the current academic year.
- Students and their faculty mentor will work with the Dean's Fund Intern or Representative by participating in interviews, photographs, and videography about the funded award.

FAQs

1. How do students learn about the Dean's Fund?

- Department Chairs, Program Directors, Faculty, and Administrative Specialists should talk with students and encourage them to apply for funding.
- Students may find information on their own by visiting:
<https://www.stetson.edu/artsci/home/research/deans-fund.php>

2. How do students apply to the Dean's Fund?

- There is a form they can access on the Dean's Fund webpage:
<https://www.stetson.edu/artsci/home/research/deans-fund.php>

3. How should programs determine appropriate financial support contributions?

- Programs are encouraged to develop their own internal process for determining and awarding program funding for interested students.
- Programs should work with students to help cover the costs associated with the request.
- Resources vary among programs, so make a decision that works best for the program.

4. From which budgets can programs award financial support?

- Programs may contribute financial support for students from their operating funds.
- Programs may contribute financial support from restricted funds, as long as any restrictions set up for that budget are followed.
 - It is generally a good idea to send thank you messages to donors that have contributed to a particular fund – please collaborate with Development and the CAS Dean's office on crafting these messages.

5. What type of projects may qualify for funding?

- Travel for conference presentations
- Travel for archival research
- Research or creative activity supplies
- Conference attendance
- Something else? - Contact Tara Schuwerk at tschuwer@stetson.edu

6. How often can students apply?

- The Dean's Fund will support no more than one proposal per academic year for each student.