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

(Rev. 9/15)

**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;
* Travel to professional conferences to present their senior projects, work co-authored with a faculty member, or other scholarly and creative activities; and
* Similar scholarly and creative pursuits.

Joint proposals are welcome.

**Amount of awards**: The Dean’s Fund awards no set amount. The amount awarded depends, in part, on the nature, purpose, and amount of the request. *Applicants are expected to assume some of the costs associated with their request 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.

**Timing of awards**: Grants are awarded on a rolling basis. Typically, applicants receive notification within three weeks from when the student’s faculty mentor submits a print copy of the completed application for Dean’s Funding to the Dean’s Office (Room 108 Elizabeth Hall). Dean’s Funding approval must be obtained *prior* toany proposed purchases or travel. 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 complete the application materials below and give them to their faculty mentors. The faculty mentor should evaluate the project; attach a confidential letter of support/endorsement to the application; and deliver print copies of all materials to the Dean’s Office.

**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 and, if applicable, travel to a professional conference;
* Specifies her or his level of endorsement of the student’s request; and
* Identifies other feasible sources of student funding, if known.

The faculty mentor should deliver the student’s completed application and the confidential letter to the Dean’s Office (Room 108 Elizabeth Hall). Should the applicant receive Dean’s Funding, the faculty mentor will be expected to submit to the Dean’s Office a brief, confidential written evaluation of the student’s work or conference presentation within three weeks of the completed work, travel, or at the latest, the last day of classes of the term for which funding was received.

**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 contributions to the project to the Dean’s Office, as noted in the section above, “Faculty mentor’s roles”; and
* Provide these items to the Dean’s Office by the same deadlines listed above for the faculty mentor:
	+ - 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: S*tudents 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).

**Content**: Applicants should complete the cover and Budget Sheets below and attach additional pages in which they address 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, the applicant’s responses to the applicable items below should refer to the *proposed* work. If applying for funding to travel to a professional conference to present the results of a completed senior project or other scholarly or creative work, then the applicant’s responses to the applicable items below should refer to that *completed* work.

The Content 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 below 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:
	+ 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.
* For those requesting support to present a *completed* senior project or other scholarly and creative outcomes at a professional conference:
	+ Provide the total estimated costs of your travel (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.
	+ Attach copies of the costs of those items for which you are seeking funding from the conference and other relevant sites (e.g., transportation, conference registration, lodging, poster printing, etc.).

**COVER SHEET**

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

**APPLICANT’S INFORMATION**

Name:

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:

If the reason is to support research-related travel or travel to a professional conference, please provide the following information, as applicable:

Title of conference:

Location of conference/destination for research purposes (city and state):

Lodging site (e.g., name of venue):

Dates of conference:

Dates of travel (departure times and dates):

**FACULTY MENTOR’S INFORMATION**

Name:

Department/Program:

Email address:

Applicant’s signature: Date:

Faculty mentor’s signature: Date:

**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** | **Funds Requested** |
| Consumable supplies (e.g., lab, art, office, and other supplies, etc.)--**Please specify**: | $ | $ |
| Print, media, technology materials and related resources (e.g., printed materials, media resources, computer software, equipment or instrumentation, etc.)--**Please specify**: | $ | $ |

|  |  |  |
| --- | --- | --- |
| Services (e.g., photocopying, printing, submission or page costs for publication, film processing, etc.)--**Please specify**: | $ | $ |
| Other anticipated costs, *excluding* research travel and conference costs--**Please specify**: | $ | $ |
| Research travel and conference transportation:1. Personal auto usage: \_\_\_\_\_\_ miles @ $0.445/mile
2. Airline travel
3. Other transportation costs (specify):
 | $$$ | $$$ |
| Other research travel and conference costs:1. Conference registration
2. Lodging

c. Meals (Must submit original, itemized receipts, up to the specified amounts per meal.)\_\_\_\_\_ breakfasts x $6\_\_\_\_\_ lunches x $9\_\_\_\_\_ dinners x $19d. Other research and travel and conference costs (specify): | $$$$$$ | $$$$$$ |
| **TOTAL FOR ALL CATEGORIES** |  |  |

***REMINDER: ATTACH PAGES THAT ADDRESS THE QUESTIONS UNDER THE “CONTENT” 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):