Undergraduate Student Academic Grant Application

2017-2018

Included in this packet:

Dear Grant Applicant,

Thank you for participating in Wheaton College's academic grant program. Student Government and the Educational Policies Committee are looking forward to processing your application. This longstanding program helps undergraduate students **present** at academic conferences by rewarding funds for accommodation, registration, and travel fees related to the conference. Applicants can receive a maximum grant of $400 as stated in the Student Government Bylaws. Student Government has limited funds to allocate among all grant applicants. Given the increasingly high number of applicants, the program is competitive. The applicant essays and faculty recommendation letter provide the criteria to evaluate the amount allocated per student. Therefore, please take time to thoroughly answer these.

If you have financial aid and would like to submit this with your application, please attach it. Need may be a factor in determining the amount allocated.

Once you complete your application it will go through the following process:

a. The EVP of Educational Policies will bring your application to the Educational Policies Committee

b. The Educational Policies Committee will propose an allocation amount to the Student Government Board

c. The Student Government Board will vote on the proposal. Be aware that they may change the allocation amount. You will be notified of the amount within 24 hours of its passing.

The Student Government bylaws state that the applications must be submitted **at least two weeks** before the date of your conference, so please submit your application well in advance to be notified of the amount you'll receive. **We can only refund you for your expenses; you will not receive the money until after you attend the conference.** While the exact amount of money to be allocated may be determined before the presentation or conference and communicated to you in advance, all reimbursement occurs only after receipts greater than or equal to the allocation are received. If you have any questions throughout the process, please contact the EVP of Educational Policies. Please submit this application at the front desk of the Student Activities Office and address it to the EVP of Educational Policies.

Sincerely,

Jessa Potvin
Executive Vice President of Educational Policies
Student Government
Jessa.potvin@my.wheaton.edu

I. Required Information

Student Information

Name: _____

Class: _____

Email: _____

Phone: _____

Major/s: _____

Project Information

Title of Project: _____

Is the project the result of joint work with a professor? Y or N

If yes, with whom? _____

_____

Is the project the result of joint work with peers? Y or N

Point Student of Project: _____

List all students involved:_____

_____

Please list any other sources (or potential sources) of funding:_____

_____

Conference Information

Conference Name: _____

Location: _____   Date: _____

Total Funding Amount Requested:_____

Below, please present a breakdown of the money you expect to spend to attend your conference, categorized by the cost of travel, hotel, meals, registration, or other.

Travel:

Hotel:

Meals:

Registration:

Other:

II. Eligibility Requirements

Chaplain's Office certifies that the student is *not* on chapel probation: (signature)

_____

Registrar's Office certifies that the student is *not* on academic probation: (signature)

_____

Academic department sponsoring student's presentation: (write the name of the department)

_____

Department chair: (signature)

_____

III. Student Essays

Please attach your typed responses (150-350 words per response). Remember, your answers provide the criteria to evaluate your application.

1. **Explain the nature of the conference you are attending.** Why is it a significant conference in your academic discipline? What types of projects are usually present at the conference? Who usually presents at the conference? How many people usually attend the conference? (If you are unsure of these questions, consult your cooperating faculty member to find out or do a Google search.)

2. **Explain the significance of your project/research.** How is your specific project unique in its field? What contributions do the conclusions of the project bring to its field of study? Do you have plans to publish your research in an academic journal or other publication? Explain the process of your project. If in a group, what did each member contribute?

3. **Explain the personal impact of your project/research.** How did this project contribute to your personal, intellectual, and/or spiritual growth?

4. **Explain the importance of this grant to your attendance.** Please answer the following questions honestly because, just like the questions above, they may help increase your allocated amount: Are there any unusual costs you expect to encounter because of this conference? What is your particular financial need? Are there any additional sources of funding you may receive?

IV. Faculty Recommendation Letter

Dear Faculty Member:

Student Government and the Educational Policies Committee thank you for being an important part of our academic grant program. This longstanding program helps Wheaton College undergraduates *present* projects at academic conferences by allocating funds for accommodation, registration, and travel fees related to the conference.

Student Government has limited funds to allocate among all grant applicants. Given the increasingly high number of applicants, the program is competitive. Your faculty recommendation is a critical criterion for determining the amount of the grant.

Please be advised of the following as you plan to write your letter: once all of an applicant's materials are received, the process of allocating funds takes at least two weeks. In order to make the process easier for faculty, the recommendation uses a form rather than a letter. However, a brief rationale for each rating is expected. An early submission is helpful to the applicant so he or she may know the amount of the allocation before they travel to the conference.

When you have completed your recommendation letter, please submit it in an envelope addressed to the EVP of Educational Policies. You can submit this through your student or at the Student Activities Office.

Thank you again for supporting student research and for your willingness to be a part of our academic grant program.

Sincerely,

Jessa Potvin
Executive Vice President of Educational Policies
Student Government
Jessa.potvin@my.wheaton.edu

Faculty Information*

Name of faculty member: _____

Are you the head researcher of the project? Y or N

If no, have you supervised the student's project?   Y or N

Faculty Essays

Please answer the following questions/statements as regards to the conference, student, and project. Single paragraphs that are succinct and descriptive are sufficient. Please remember that your responses are extremely important and will be considered in determining total allocation.

1. Explain the nature of the conference. Why is it important to your discipline?
What is the significance of a Wheaton undergraduate student attending the conference?

2. How does this student's project contribute to your field?

3. Why is this project's presence at the conference significant for Wheaton College and our Christian ideals?

Faculty Signature: _____

Date: _____

*Faculty may or may not have worked directly with the applicant on his or her project, but there should be an appropriate degree of familiarity with the applicant's work.