

**NEW COLLEGE STUDENT RESEARCH AND TRAVEL GRANTS
APPLICATION INSTRUCTIONS & GUIDELINES FOR STUDENTS
As of February 2020**

New College Student Research & Travel Grant (SRTG) funds support student research and travel projects. Students seeking support for research undertaken with a faculty advisor and for travel in connection with research are invited to apply. One student may apply for a research and/or travel grant to support activities involving several students. **Projects rarely receive 100% funding. Requests for over \$2,000 will not be considered without proper and thorough justification. Students are strongly advised to look for multiple sources of funding.** The following is a prioritized list of what would be funded; however, a strong ISP project application could be funded over a weak thesis application. A student with a stronger academic record also weighs heavily on funding. Preference will be given to students who have never received a prior SRTG award.

- Thesis related research that includes but not limited to research supplies, travel, equipment.
- Pre-thesis related research that includes but not limited to research supplies, travel, equipment
- Professional conference presentation - first or second author on the work is acceptable, presentation may be panel presentation, individual or poster (undergraduate conferences of a general nature such as [NCUR](#) do not qualify and neither does attendance at a professional conference without presenting work, regardless of the academic or professional value).
- ISP (must have a clear plan and/or directly related to AOC or thesis).
- Course or Tutorial (must have a clear plan and/or directly related to AOC or thesis)
- Study Abroad (project / program MUST be tied with academic program requirements)

Eligibility

You must be enrolled at time of application, and remain enrolled through the grant period. If enrollment terminates, remaining funds must be returned and/or the grant is forfeited. You are not eligible to apply if you are currently on academic probation.

Application Deadlines and Grant Periods

Grants are awarded twice a year. Application deadlines are absolute! Grant periods are as follows:

FALL CYCLE: 5:00 PM on the first Monday AFTER Fall Break Week.

Awards made in the fall are tenable through the end of the following spring semester.

SPRING CYCLE: 5:00 PM on the first Monday AFTER Spring Break Week.

Awards made in the spring are tenable through the end of the following fall semester.

Please plan accordingly when applying. No accommodations can be made to provide funds earlier or later. However, *retroactive* funding (for students who missed the previous cycle deadline due to opportunities coming in later) may be permitted.

Application Process and Selection Criteria

Applications will ONLY be accepted online. Emailing and hard copies are NOT accepted. All application and materials are due no later than 5:00 PM on the due date (see above). Proposals received after the deadline will not be considered. Carefully complete the application, supplying all information requested. Upload the required documents to your application. All uploaded application materials MUST NOT exceed 6 pages (not including the main application form). Pages include the following guidelines:

- Online Application Form - usually 3 pages long when complete
- Student Profile - Abbreviated (For Baccalaureate) report (found in the Student Evaluation System) - 2 pages max
- Up to 4 additional pages, if necessary (such as budget estimates, program information, etc.)

SRTG proposals require one letter of recommendation. The letter of recommendation should be from a faculty member at New College only. Letters of recommendation are due on by 5:00pm on the first Wednesday following the application deadlines emailed to srtg@ncf.edu .

The proposed project/activity should contribute to your overall academic development. Preference is given to proposals relating to a student's declared area of concentration. Travel to give invited presentations at professional academic gatherings also receives preference. Travel to conduct research on special collections or materials always requires proof that you have permission to access the materials. The selection committee carefully considers the seriousness and strength of the proposal writing, organization of thoughts, and ability to communicate ideas to an interdisciplinary audience. It is recommended that if the proposed research requires IRB approval that the student secures IRB approval through the Office of Research Programs and Services (ORPS), as this can often be a concern for the selection committee.

Please allow up to three weeks following application deadlines for the selection committee to assemble and determine awards. You will be notified via your NCF email address when decisions are made.

Budget Proposal Guidelines and Instructions

Budgets provided on your SRTG application should reflect real costs; do not "pad" your budget. However, in either case, the total costs for each category shall not exceed the given amounts indicated on the application. The Total Project Costs may be more than your Total SRTG Request **as the committee encourages you to search for, apply to and utilize other funding sources (financial aid, personal funds, other grant funding, expenses not funded by the grant funds should be factored in, etc.)**. Rarely do projects receive full funding. The selection committee prefers proposals that **include researched estimates of project costs such as quotes and other estimations of prices**. Dates of travel, location, number of days, supplies (include quantity, shipping, storage, etc) should include a brief description of what they will be used for.

The total project (or conference) costs may or may not be the same as your SRTG request. Usually, the costs in carrying out a project are higher than was you will REQUEST from the SRTG. ALL grant requests require a budget justification explaining the particular costs. Be brief, but thorough in your budget justification.

The following are UNALLOWABLE costs:

- Tuition (NCF or other institution)
- Entertainment costs
- Regular textbooks

Use the following for calculating the cost of food and mileage associated with your proposal:

- Per diem (the cost of food per day) should be calculated with a maximum rate of \$36 per day.
- Mileage should be calculated with a maximum rate of 0.445¢ per mile.

All non-consumable supplies and equipment (such as software and scientific journals) become the property of New College, the academic division which the research is carried out, or Cook Library, as appropriate.

PLEASE NOTE: If you are applying to the NCF CAA (Student Government) for funding for a specific project (when such funding is available), your SRTG budget will be compared to the CAA budget you requested (if applicable and funds are available). The budgets must match in both requests or you must provide a strong and detailed justification below on why amount requests are not the same. Discrepancies or failure to disclose that funding was received from the CAA or any other New College source available to them in previous or future cycles may result in a disqualification of funding from the SRTG.

Guidelines for SRTG Recipients

Recipients should provide a brief final project and expense summary to your faculty and the Center for Career Engagement and Opportunity (CEO) within 30 days after completing the research project. A copy of your thesis abstract, if funds were for thesis, is sufficient.

If you are a SRTG recipient, awards must be accepted within 30 days after receiving notification or your award will be forfeited. If your circumstances change and you no longer need your award or you need longer than 90 days to accept your award, you should contact srtg@ncf.edu.

You MUST turn in receipts for ALL SRTG spending to the Center for Career Engagement and Opportunity 30 days after purchases are made. If you receive funding that is sponsored by the New College Foundation, unused (or no receipt) funds should be returned. If you do not supply a receipt, grant could be reported to the IRS as taxable income.

If receipts, administrative process, or unused funds have not returned, you are ineligible for additional SRTG funding until requirements have been resolved.

**Questions can be directed to the Center for Career Engagement and Opportunity:
Library 154 | 941-487-5002 | srtg@ncf.edu**