
honors program at RIT

Pre-approval Form for Enrichment Grant

Submit this form to the Honors Program Office.

Each Honors student may apply for \$500 (whether as a single grant or as multiple smaller grants) to defray the costs of travel for study abroad, international co-ops, or the dissemination of research. This money may also be used to pay for research-related materials (e.g., through a research lab) but such materials are the property of RIT.

Instructions:

All applicants should complete Sections A and D. Then complete either Section B or C, depending on the nature of the grant application.

A) Contact Information

Student Name	
Student RIT email	
Student UID	
College	
Mailing Address	

B) Grants Supporting Travel

Destination	
Travel Dates	
Purpose	
Funds Requested	

- In the box below, provide a description of your travel, including professional activities.

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C) Grants Supporting Research-Related Activity

Project Title	
Dates of Research	
RIT Faculty Sponsor	
Faculty RIT email	
Funds Requested	

- In the box below, provide a thorough description of the research project, including an explanation of how the materials will be used (if applicable).
- Separately, attach a letter of support from the RIT faculty member who is sponsoring the research.

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D) Processing

Approved grants will be processed as reimbursement after original receipts for relevant expenses (e.g., airfare, travel, conference registration) have been received. This reimbursement can be deposited directly into your bank account (if you have established a direct deposit with RIT), or a check can be mailed to you. Please indicate your preference by checking a box below.

<input type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	Check

E) Addenda

- Awards are granted only to students in good standing whose progress toward the completion of Honors requirements is commensurate with their year-level status.
- Research-related grants are awarded only to research activity that is approved and/or supported by a member of the RIT faculty. Such activity is typically outside of the curriculum (i.e., not part of a course).

Honors Program Office	Date	Initials
<i>Funds Approved</i>		
<i>Received (RIT HP office)</i>		
<i>Decision communicated to student</i>		
<i>Research-related: faculty approval received</i>		
<i>Payment processed</i>		

Attach this form & original receipts to invoice payment form.