

COLA STUDENT RESEARCH FUND APPLICATION FORM

Applicant's Name and Email: _____

Home Department: _____

Faculty Sponsor's Name and Email: _____

1. Problem: Describe the problem you wish to explore, or the question you seek to answer. Include a summary of your literature review. (No more than 400 words.)

2. Objectives: Describe the anticipated outcomes of your project ("To learn ..." "To discover..." "To create ..."). If appropriate, describe the social and/or scholarly benefits of the project. (No more than 100 words.)

3. Procedures: Describe what you will do to complete the project. Be sure to aim this description toward generally educated readers who will not be familiar with your professional jargon. At the same time you should thoroughly describe your methods so it is clear how you will be able to answer the problem described in Section 1. *Include a timeline with estimated date of completion.* (No more than 400 words.)

4. Budget (Include attached worksheet): Itemize the costs of completing your project. All items requested in the budget should be accounted for in your Procedures. Please remember that grants are limited to \$500.

Faculty Sponsor Signature _____

Date _____

Dept. Chair Signature _____

Date _____

The proposal and documentation must be submitted electronically to the sponsoring faculty member, who must indicate approval and send this on to the student's home department chair. The department chair will indicate approval and send this on to COLA Assistant Dean John Smithgall at jssgla@rit.edu.

BUDGET WORKSHEET

(Budget worksheet to be submitted with the following application forms)

- * Clark Internship Support Application
- * Simmons Internship Fund Application
- * Student Conference Fund Application
- * Student Research Fund Application
- * Student Study Abroad/Research Travel Application

Instructions: Complete the budget worksheet below by entering the estimated expense total costs into Column 2. The total expenses amount will automatically calculate at the bottom of the worksheet. Column 3 may be used for any additional comments and notes to explain your expenses.

LODGING EXPENSES	Estimated Total Cost	** Please use this column for any additional comments and notes **
Hotel Accommodations \$_____per night		
Housing/Rent \$_____per month or \$_____per week		
LODGING TOTAL		
TRANSPORTATION EXPENSES	Estimated Total Cost	
Airfare		
Taxi, Rideshare fees (Uber)		
Public Transit		
Parking		
Mileage (Includes gas) (Total Miles) x (Current Rate) = _____		* If traveling with other students in a carpool, only the driver can be reimbursed for mileage.
TRANSPORTATION TOTAL		
MEAL EXPENSES	Estimated Total Cost	
Food/Drinks (Non-Alcoholic)		
Other (Specify): _____		
MEAL TOTAL		
CONFERENCE EXPENSES	Estimated Total Cost	
Registration Fees		
Poster Fees		
CONFERENCE TOTAL		
RESEARCH EXPENSES	Estimated Total Cost	
Gift Cards - Amazon, etc.		
Equipment Fees		
RESEARCH TOTAL		
MISCELLANEOUS EXPENSES (List Below)	Estimated Total Cost	
MISCELLANEOUS EXPENSE TOTAL		
TOTAL EXPENSES		