

**STUDENT OPPORTUNITY PROJECT FUNDS  
OFFICE OF ACADEMIC ADVISING**

**For Office Use Only**  
Date Received \_\_\_\_\_  
Approved \_\_\_\_\_  
Denied \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Student Project Leader\*:** \_\_\_\_\_

**Declared or Anticipated Major(s):** \_\_\_\_\_

**Minor:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_

**Current Cumulative GPA:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Have you previously received Student Opportunity Funds?**  No  Yes

**If yes, when?** \_\_\_\_\_ **Amount Received:** \_\_\_\_\_

**Title of Current Project:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_ **Program/Department:** \_\_\_\_\_

**For the Faculty Sponsor**

I have read the student's narrative and endorse the proposed work: \_\_\_\_\_  
[signature required]

Optional comments (attach letter if necessary):

**Academic Opportunity Awards:** Please check the appropriate box below if you are applying for Student Opportunity Funds award requiring department or program approval. See below for more information on each award.

- American Studies:** *Joanna Schneider Zangrando fund*
- Italian:** *The Messa and Direnzo Family Student Opportunity Fund for Study in Italy*
- Theater:** *The Stephanie Mnookin Theater Department Research and Creative Project Fund.*

**The following information will be kept confidential but is needed for check processing:**

**Student Project Leader\*:** \_\_\_\_\_

**Class Year:** \_\_\_\_\_

**(SSN)** \_\_\_\_\_

**Home address:** \_\_\_\_\_  
(street) (city, state, zip code)

**Cell Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Student: On a separate sheet of paper, please provide a brief description (no more than 1 page) of the research or creative project and include the following information:**

1. Title of project.
2. \*If more than one student is involved, list each student's name and his/her major(s).
3. Provide a succinct description of the means and methods to be employed in the project so that its focus and feasibility are clearly set forth and understandable to a general audience.
4. If this project is associated with a class, list the class and instructor.
5. For art projects, describe the themes you explore in your work and submit a portfolio of work(s) that illustrate project goals (an electronic portfolio is fine).
6. Describe how the project or opportunity will enhance your college education.
7. Explain the potential benefit of the project to the academic community at Skidmore and whether there will be a public presentation of your work.
8. Provide a detailed budget for anticipated expenses and a description of other sources of funds (if appropriate) or an assurance that funds are not available from other established sources at the College. ***These funds must be used in the semester for which you apply for them.***
9. If this project is being done in collaboration with a faculty member, please describe the nature and extent of the collaboration.
10. You must have a Faculty Sponsor and their signature is required above.

**Please Note:** If this study will be using human subjects or animals, you must consult with your faculty sponsor to determine if you need approval from Skidmore's Institutional Review Board (IRB), Psychology Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC). Approval is required if you include human subjects and you plan to disseminate your research findings in a scholarly forum, such as a professional meeting or peer-reviewed publication. Indicate in your application if you need IRB, PRB, or IACUC approval or not; if you do, also indicate whether or not you have submitted your proposal for review or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers that interact with human participants (regardless of whether or not they need IRB or PRB approval) are expected to conduct their research in an ethical manner that respects the rights and needs of those from whom they collect data. This involves fully informing your interviewees as to how their data will be used and how you will protect confidentiality and their identities.

Be certain to type and proofread all materials submitted. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. **Please submit this application and support materials to the Office of Academic Advising** (Starbuck Center – Upper Level) by the published deadlines for preliminary screening. You should allow at **least two weeks** for the grant request to be considered.

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- Date received
- All sections completed
- Student's Cumulative Record Attached (for Dean)
- Faculty Advisor Name: \_\_\_\_\_
- Student Project Description Attached
- Budget Attached
- Faculty Letter Attached
- IRB Approval attached (if pertinent to project)
- Portfolio of Work
- IRB/PRB/IACUC

**~ STUDENT OPPORTUNITY PROJECT FUNDS ~**  
**OFFICE OF ACADEMIC ADVISING**

**Purpose:** The Student Opportunity Funds, administered by the Office of Academic Advising, are provided by generous friends and alumni of the College. The Funds offer grants in support of student academic initiatives. Grants may be used to defray the costs of research materials and supplies, for travel to a research site critical to the project's completion, for preparing project results for publication or display, or for purchasing materials needed for a creative project (Please use another form to apply for "Student Conference Travel Funds" if you are presenting research and creative projects at a conference or other professional meeting). Grant amounts are typically \$200-\$500. The amounts of the awards always depend in part on the total dollars available for each semester.

**Criteria and Procedures:** Applicants for funds must be full-time matriculated undergraduates, must demonstrate the merits of their proposed research or creative project, describe how the activity will enhance their education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget request. Funds may be used only for the purposes designated in the application; any unexpended funds must be returned to the College. Given the limits of available funds, fewer summer projects will receive grant support. Successful applicants agree to file a brief project report and expense report with the Office of Academic Advising after completing their funded activity. Reusable goods (such as computers, software, recording or video equipment, etc.) purchased with Student Opportunity Funds become the property of Skidmore College after the completion of the project.

**Review Process:** All applications for Student Opportunity Project Funds must be submitted to the Office of Academic Advising, Starbuck Center, by the published deadlines for each semester. **Application materials must be typed and must be clearly and coherently written.** The Associate Dean of the Faculty for Academic Advising makes all final decisions, consulting as necessary with other staff and faculty.

**All questions regarding Student Opportunity Funds should be directed to the Office of Academic Advising**

**The Office of Academic Advising**  
**Rev. 10/11**

***STUDENT OPPORTUNITY PROJECT FUNDS:***  
**TIPS FOR A SUCCESSFUL GRANT APPLICATION**

**Project Description:** clarity and completeness are very important, just as they will be when you apply for a grant in your professional or community life after leaving Skidmore. Provide sufficient detail on the nature of your research or creative endeavor, and describe the progress you have made on the project. We do not fund projects after they have already been completed, but we do like to see what thought you have given to the project and the exploration you have already undertaken.

**Faculty Assessment:** your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal, and your sponsor should provide feedback on your narrative while it is still in draft form. Your sponsor may have valuable advice on how to convey your project goals and methods to a general audience.

**Enhancement to your education and potential benefits to the Skidmore community:** please take these two questions (on the application form) seriously. They ask you to expand your field of vision beyond the individual project. One thing to consider is whether you could present your completed project at the annual Academic Festival (late April or early May).

**Budgets:** guesstimates and round figures are not compelling. You should research actual costs and present the basis for such costs in the proposal. Look for ways of saving money, too. Our effort is to make your project affordable for you but also to stretch the funds to as many worthy students as possible. If travel is involved in the project, be certain to show why it is essential. Consider the cheapest modes of transportation and inexpensive options for hotels and meals. When you take your own car, we offer funds for gas and tolls only, not according to the per-mile formulas associated with professional travel. We support travel to a conference only when you are officially presenting research results or can demonstrate that specific content at the conference is key to your research project (so that, in effect, the conference becomes a research resource). We often help underwrite publications, exhibits, and performances. We seldom fund the hiring of professional experts or services; nor can we fund expenses that should be met by academic department budgets (for example, special equipment needed for a course or expenses for a field trip). You are less likely to be given a second grant for a similar project if other qualified students are first-time applicants. Consider, too, how you can make an ongoing project (for example, a regular publication) self-supporting.

**Follow-up:** be certain to acknowledge support from the Skidmore Student Opportunity Funds in any publication or presentation, just as you would in the real world of grant funding. It is very helpful for us to have a final report from you on the benefits of the grant, and to receive a copy of any “product” that might be shared with a current or potential donor. We are also pleased when a student wants to write a note of thanks to the appropriate donor. This can make a big difference for ongoing donor support. Any equipment or unused supplies purchased with Opportunity Funds must be left with the appropriate Skidmore department for the use of future students. Finally, remember to file your expense report, with receipts, so that your grant will not be treated as taxable income by the IRS.