

**STUDENT OPPORTUNITY PROJECT FUNDS**  
Skidmore College

<b>For Office Use Only</b> Date Received _____ Approved _____ Denied _____
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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 a Student Opportunity Funds award requiring department or program approval. See below for more information on each award.

- American Studies:** *Joanna Schneider Zangrando Fund*
- Media and Film Studies:** *Tom and Jill Lewis Endowment Fund for Media and Film Studies*
- Dance:** *Kathy and Charlie DiSanto Memorial Student Opportunity Fund*
- Psychology:** *Foley Psychology Department Research 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 that includes 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 focus of your project, the methods you will employ, and the project's feasibility. Make sure that this description is understandable to a general audience.
4. If this project is associated with a class, then please identify the class and the instructor (NB: The category "class" includes independent studies and directed research. **Proposals that are not connected to a credit-bearing experience are unlikely to be funded.**)
5. For art projects, describe the themes you explore in your work(s) and submit a portfolio of work(s) that illustrate project goals (an electronic portfolio is fine). Please be advised that Student Opportunity Funds may not be used to purchase materials routinely required in studio art courses. Funds may be used to upgrade or expand materials that support innovation and independent, creative growth.
6. Describe how the project or opportunity will enhance your college education.
7. Explain the potential benefit of the project to the Skidmore academic community. Please note if there will be a public presentation of your work.
8. Provide both a detailed budget for anticipated expenses and a description of other sources of funds. If no funds are available from other established funding sources at Skidmore, then please stipulate to this. ***Student Opportunity Funds must be used in the semester that you apply for them.***
9. If you are doing the project in collaboration with a faculty member, please describe the nature and extent of the collaboration.
10. You must have a Faculty Sponsor. His or her signature is required on the coversheet.

**Please Note:** If this study involves human subjects or vertebrate animals, you must consult with Skidmore's Institutional Review Board (IRB), Participant Review Board (PRB), and/or Institutional Animal Care and Use Committee (IACUC) to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects; 2) includes any interaction or intervention with human subjects or access to identifiable private information; and 3) meets the definition of research, which is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds. Wildlife studies involving vertebrate animals also require IACUC approval. Indicate in your application if you need IRB, PRB, or IACUC approval; if you do, also indicate whether or not you have submitted your proposal for review and/or have received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers that interact with human participants or involve vertebrate animals in their research (regardless of whether or not they need IRB, PRB or IACUC approval) are expected to conduct their research in an appropriate and ethical manner.

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 Pat Choukeir in Starbuck Center 201** 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** ~  
**Skidmore College**

**Purpose:** Student Opportunity Funds are provided by generous friends and alumni of Skidmore 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.

Student Opportunity Funds are not granted to cover or defray costs that are not directly related to the development and completion of a project. Below is a list of **some** of the activities that the Student Opportunity Funds Committee will not fund:

- Food purchases
- Gas costs for local travel
- Submission fees to journals or subventions to publishers
- Learning a technique or procedure that is not necessary to complete a specific research project or creative endeavor

Student Opportunity Funds are, in short, designed to give students the support they need to start a project (i.e., seed money) and move that project to completion.

Grant amounts are typically \$200-\$500 and depend on the availability of funds each semester. The Student Opportunity Funds Committee may grant partial awards in some instances because of budgetary constraints, a student's failure to justify certain expenses, or questions the committee may have about whether some of the proposed activities are necessary to advance the student's project. (Please use the "Student Travel to Present" form if you are presenting research and creative projects at a conference or other professional meeting).

**Budgets:** Guesstimates and round figures are not compelling. You should research actual costs. You will need to justify each proposed expenditure in your proposal. Look for ways to save money. We encourage you to do this not only to make your project affordable for you but to stretch the available funds to assist as many students as possible. If travel is involved in the project, be certain to show why it is essential. **Consider not merely the cheapest modes of transportation but also the safest modes of transportation (i.e., consider traveling by train, bus, or airplane rather than by car).** You should also explore the most inexpensive options for hotels and meals.

**The use of personal vehicles for travel is not allowed.** If you choose to travel by car, you need to arrange to use a Skidmore fleet vehicle. In order to do so, you must apply to become an authorized driver. Please complete the required steps described in the link below:

[http://www.skidmore.edu/safety\\_committee/motor\\_vehicle\\_policy/studentprocedures.php](http://www.skidmore.edu/safety_committee/motor_vehicle_policy/studentprocedures.php)

Once you are approved as an authorized driver, you may ask your faculty sponsor to reserve a fleet vehicle for your use on the date(s) or during the time(s) you require.

Students who travel by car must include in their applications estimates of the gas and toll costs of their proposed trip.

**Criteria and Procedures:** Applicants for funds (1) Must be full-time matriculated undergraduates, (2) Must demonstrate the merits of their proposed research or creative project by describing how the activity will enhance their education and benefit the larger Skidmore community, and (3) Must submit a detailed budget request with their proposals. The Student Opportunity Funds Committee will weigh heavily in its deliberations the quality of the proposal (i.e., the clarity of the description of the project, the explanation of its contribution to both the field and the Skidmore community, the justification of all expenses, and the persuasiveness of the student's case that the project can be completed in the allotted time frame).

**Preference will be given to well-written and well-argued proposals that grow from or contribute to a credit-bearing experience.**

**Funds may be used only for the purposes designated in the application; any unexpended funds must be returned to the college.** Successful applicants agree to file a brief project report and expense report with the Associate Dean of the Faculty for Student Academic Affairs 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 Pat Choukeir in Starbuck Center 201 by the published deadlines for each semester. **Application materials must be typed and must be clearly written.** The Associate Dean of the Faculty for Student Academic Affairs makes all final decisions after consultation with the Student Opportunity Funds Committee.

**Questions regarding Student Opportunity Funds should be directed to Pat Choukeir in Starbuck Center 201 ([pchoukei@skidmore.edu](mailto:pchoukei@skidmore.edu) or 518-580-5725).**

Rev. 7/17

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

**Project Description:** Clarity and completeness are important. Provide sufficient detail on the nature of your research or creative endeavor and describe the extent of any collaboration with faculty and peers.

**Faculty Assessment:** Your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal. Your sponsor should provide feedback on your proposal while it is still in draft form. While the Student Opportunity Funds Committee does not require faculty sponsors to submit letters supporting SOF applications, it does both read with care and fold into its deliberations the comments of those faculty who do choose to submit letters supporting their students' proposals.

**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 your individual project.

**Follow-Up:** Be certain to acknowledge support from Skidmore College Student Opportunity Funds in your publication or presentation. Any equipment or unused supplies purchased with Student Opportunity Funds must be returned to the college. Finally, remember to file your expense report, with original receipts, to ensure that the IRS does not treat your grant as taxable income.

**Rev. 7/17**