College of HFA Student Research & Creativity Awards Fund Application

Applicant Name: ____________________________

Phone: ____________________________ Email: ____________________________

HFA Major: ____________________________

Academic Status: Undergraduate Graduate

Name of Faculty Sponsor: ____________________________ Department: ____________________________

Project Title: ____________________________

Project Dates: Start Date____________ End Date____________ Semester: Fall Spring Summer

This request for Student Research & Creativity Awards funding is to support:

Student Research
Student/Faculty Research
Creative-related Activities
Curricula Development
Supplies
Materials
Technology needs
Conference fees $____________________ Attending Presenting Sponsoring

Travel
Event
Other

Additional application materials required:

1. A cover letter describing the nature of the research creative activity and the purpose for the grant money
2. A brief budget specifying the amount of grant money needed and describing how the funding will be used
3. A current CV
4. A letter of support from a faculty sponsor commenting on the merit of the proposal and illustrating the relevance of the experience to the student’s major

Helpful Reminders:

• Applications should be submitted as hard copy to the College of Humanities and Fine Arts Office (ARTS 279).
• Applications may be submitted at any time during the Academic Year
• Students are encouraged to submit applications early, as grant money is limited.
• Individual proposals may be funded up to $1000.
• The exact amount of funding is dependent on the student’s need and the availability of resources.
• Applications must be made in advance of the activities to be supported.
All funds must be spent by June 30th of the academic year awarded. For example: If awarded in either fall or spring of the 2019/2020 academic year, funds must be spent by June 30th, 2020.

In no circumstance will a retroactive application be considered.

Applications must include a detailed account of reasonable projected expenses. The committee grants sums that it considers reasonable (the cheapest reasonably efficient mode of transportation, modest accommodation, etc.).

Applications will be reviewed as quickly as possible. You will be notified by email.

All fund recipients are required to submit an assessment report detailing how funds were expended to accomplish your objective and description of the outcome.

Please submit a final assessment report by the end of finals week in spring semester. (See Assessment Form)

Recipients of Student Research & Creativity funds are required to make a public presentation of your research or creative activity. Examples of such events include an international or national conference, Student Research Competition, MFA/BFA Exhibit, English Graduate Student Council Symposium, the HFA Symposium, or the University Honors Program Thesis Event, to illustrate a few examples.

If available, please submit, with your final report, any photos, materials, websites, etc. that you feel demonstrate the impact of the project/program.

Applicant Signature: ____________________________ Date: ____________________________

Print Name: ____________________________________

Please include additional page(s) if required.
STUDENT LEARNING FEE GUIDELINES

- SLF Proposals are not intended to fund student club activities.

Revenue from SLF fees can be used for items such as, but not limited to:

- Equipment, materials, hardware and software to prepare students for the workplace.
- Computer labs to foster collaboration and teaching.
- Hands-on experiences that enhance learning and engagement in solving real-world problems.
- Experiential opportunities such as field trips, field schools and student competitions.
- Instructional student assistants for tutoring services (college and program specific, as well as general education), supplemental instruction, and writing assistance.
- Student assistants who do not teach or grade (student assistants in galleries, libraries, student learning centers, other lab settings, etc.).
- Visiting artists, guest lecturers, or a lecture series.
- Off-campus facility usage expenses.

https://www.csuchico.edu/slf/guides/expenditure-guidelines.shtml

Revenue from SLF fees cannot be used for items such as, but not limited to:

- Faculty or staff-related salaries, benefits, travel, registration fees, or hardware/software/equipment for them.
- Teaching associates, graduate assistants, student assistants or instructional student assistants who teach or grade.
- Hospitality expenses.
- Capital improvement project expenditures such as those related to land acquisition, new or remodel construction or installation costs. This includes remodel costs or installation paid to on-campus service centers such as Facilities Management & Services (FMS) or Telecommunication Services (TSRV) to install equipment. SLF funding can support equipment purchases but the installation and remodeling of space must be covered by other funding.