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 through email to Marcy Reeves at mdreeves@csuchico.edu
• 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.
College of HFA Student Research & Creativity Awards Fund Application

- 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:

_________________________________

All funds must be spent by June 30th of the academic year awarded. For example: If awarded in either fall or spring of the 2021/2022 academic year, funds must be spent by June 30th, 2022.

<table>
<thead>
<tr>
<th>Item/Expense</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.