

COLBY COLLEGE
Office of the Dean of Faculty

Application to the Committee to Fund Students' Special Projects

Name _____ Date _____

Email _____ Address _____

Student ID Number _____ Phone Number _____

Major(s)/Minor(s) _____

Project Title _____

Department/Program in Which Special Project is Being Conducted _____

Course Number/Name _____

(NB: Course or research experiences required for a major or minor do not qualify for SSPF awards. See Guideline 3.)

Faculty Research Supervisor/Instructor _____

Amount Requested: _____

On separate sheets please respond to the following; refer to the attached guidelines in preparing your application:

1. Describe the objectives of and plans for the project.
2. Briefly describe the expenses for which you are requesting funding, including an itemized budget. (If you are requesting funds for travel, give mileage.)
3. How will the results of the project be made public? (Note: Students awarded Special Projects funds are expected to take part in the annual Colby Liberal Arts Symposium held on campus at the end of the spring semester.)
4. Attach all necessary documentation pertaining to items 7 and 8 of the guidelines.

Student Signature

Faculty Sponsor Signature

Provost Office Approval

Amount Approved

COLBY COLLEGE

Guidelines for Students' Special Projects

The Division Chairs and Dean of Faculty award grants to students for scholarly and creative activities that build on a background of appropriate preparation in a specific field.

The following guidelines have been established:

1. Grants are limited to a maximum of \$500 for one project per student per academic year.
2. Grants are awarded to students doing advanced work under the guidance of a faculty mentor, e.g., in a 300- or 400-level Independent Study, Honors project, or Senior Scholar project. The proposed work must be based on a coherent program of study in a specific academic area.
3. The committee does not fund projects undertaken to fulfill requirements in a regular course or projects undertaken as a required component of a major or minor. Independent study projects *required* for a major or minor will not be funded.
4. Expenses determined by the committee to be routine will not be funded.
5. Grants for travel are permitted if a student intends to:
 - a.) travel to a meeting to present a talk or poster on advanced work in a major or minor,
or
 - b.) travel to libraries, laboratories, or archives where rare or unusual source material is available, in conjunction with advanced academic work on a specific project
(see item 2 above)
6. The proposal must be reviewed and signed by the faculty sponsor on the form provided.
7. If nonhuman animals, biohazards, or isotopes are involved in the project, written advance approval from the appropriate committee must accompany your application for special project funding. The relevant committees, respectively, are as follows: Institutional Animal Care and Use Committee, Biohazard Committee, Radiation Safety Committee.
8. Special approvals may be required if human subjects are involved in the project, approval from the College Institutional Review Board must accompany your proposal.
9. Proposals should be submitted (in hard copy) to Rose Meunier in the Office of the Provost at least two weeks before the funds are required. Incomplete proposals will not be considered.

(revised 10/22)