**Complete and UPLOAD this form using** [**this link**](https://goo.gl/forms/fZJNhwBQlB65Tp603) **by 11:59 pm, Monday, February 18, 2019.**

* The *2019 Faculty Grant Application Guidelines* document explains what can and cannot be supported by the different funding sources.
* If you are also *seeking support for your own scholarly work or activities you should complete and UPLOAD the* ***SEPARATE*** *Wallace Scholarly Activities program (WSA) application form*.
* If your collaborative project might be supported by more than one funding source (e.g. CSR and Beltmann) upload a single form with the appropriate potential sources indicated below.

***Mark in the grey box an “X” for each of the funds you think matches the proposed project.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Funds to Support Student-Faculty Projects In the Summer** | |  |
| 1. 2. | **Collaborative Summer Research (CSR) Funds**  *This collection of over a dozen endowed funds supports collaborative projects undertaken by students with Macalester faculty from all disciplines. (Contact Paul Overvoorde, overvoorde@macalester.edu)* | |  |
| 2. | **Beltmann Funds**  These funds support collaborative projects undertaken by students with Macalester faculty. Preference is given to projects in the physical and natural sciences. *(Contact Tom Varberg, varberg@macalester.edu)* | |  |
| 3. | | ***Andrew W. Mellon Foundation Renewed Purpose Award to Macalester***  This award provides support for faculty-student research projects that address aspects of social and cultural difference (such as race, sexuality, gender, ability, class, religion) as these are situated in a broader social or cultural context. Proposals that include projects in the humanities, arts, and humanistic social sciences will be considered. [Contact: Donna Maeda ([dmaeda1@macalester.edu)](mailto:dmaeda1@macalester.edu)) Dean of the Annan Institute for Global Citizenship.] |  |

|  |  |
| --- | --- |
| **Section 1. Faculty Information** | |
| Faculty Name: |  |
| Title: |  |
| Department: |  |

|  |  |
| --- | --- |
| **Section 2. Proposed Project Information** | |
| Project Title: |  |
| Total Amount Requested ($): |  |
| Dates of Proposed Project: |  |

**SECTION 3: Proposed Project**

**A. Proposal Abstract. (150 words maximum)**

Provide a summary of the project for individuals who are unfamiliar with the technical, specialized terminology of your discipline. The College uses this information to communicate with fund donors about research projects made possible by an endowment and to share general information about summer research activity.

*Replace this text with an Abstract of 150 words or less*

**B. Project Description. (500 words maximum)**

Briefly describe the projects:

* 1. goals,
  2. activities and,
  3. expected outcomes.

*Remember, the elected faculty members of the Strategic Planning Analysis (SPA) Committee constitute the review committee. This means that colleagues from outside your discipline will evaluate the proposal and make recommendations about funding*. If, based on what you have written, the review committee does not understand components of the project (e.g. what your role might be at a conference, how essential proposed travel is for conducting research, or if relevant, how your proposed activities fit into a longer-term process, etc.) you are unlikely to receive funding.

*Replace this text with a Project Description of 500 words or less*

**C. Timeline for Proposed Project. (250 words maximum)**

Provide a timeline of activities in your proposed project- what will happened, when? This information should give an overview of key dates, providing a sense of timing for key project activities, deadlines, or ways to monitor project progress.

*Summer research projects can start no earlier than Monday, May 20, 2019 (the first Monday after Commencement) and conclude no later than Friday, August 23, 2019 (the week before Orientation). Also, ten is the maximum number of weeks that students can receive funding.*

*Replace this text with a Timeline for the project*

**SECTION 4: Other Sources of Support or PREVIOUS FUNDING***.*

* Briefly describe why you cannot use your regular Faculty Travel and Research (FTR) allotment or start-up funds from the college for these activities.
* List all current and previous, internal or external, grants or awards that you have applied for or received in the last three years. Include Wallace Scholarly Activities (WSA), Associated Colleges of the Midwest (ACM) Faculty Career Enhancement (FaCE) awards, Collaborative Summer Research (CSR) awards, or any other Macalester administered funds [e.g. Educating Sustainability Ambassadors (ESA), Mellon grant opportunities, etc.]
* Also list any resulting scholarly outcomes and dissemination of work (publications, on- or off-campus presentations, exhibits or performance of work, etc.) achieved via collaboration with students.

*Replace this text with a description of Previous or Current Funding*

**Section 5. Institutional Research Review for Proposed Project.**

Support of projects through either endowed funds or grants to Macalester by foundations requires that the proposed research abide by existing federal and/or disciplinary guidelines. Consequently,

* Research involving animals must receive the approval of Macalester’s Institutional Animal Care and Use Committee (IACUC). See <http://www.macalester.edu/acs/PIinfo.html> for more information.
* Research involving humans must receive approval from Macalester’s Institutional Review Board (IRB) unless the work is considered exempt. Criteria for this classification and more information about the IRB process can be found in the *Faculty Grant Application Guidelines* or you may contact Geoff Gorham ([gorham@macalester.edu](mailto:gorham@macalester.edu)), Chair of Macalester’s IRB, with questions about the college’s review policies.

**Will your proposed project require either of these review?**

*Replace this text with a Yes or No answer*

**SECTION 6: PROPOSED BUDGET and BUDGET JUSTIFICATION.** *Required of ALL applicants.*

Examples of expenses typically not funded include: gifts for hosts in other countries; alcohol; shipping personal property back to Macalester. You are encouraged to consult with Lynn Hertz, Assistant Provost if you have questions ([hertz@macalester.edu](mailto:hertz@macalester.edu) or x6330).

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Research expenses (e.g., supplies, library or gallery fees, copying fees, etc.): | $ |
| Equipment (e.g., equipment for lab work, the arts, or interviewer; computer hardware, etc.): | $ |
| Transportation expenses (e.g., airfare, rental cars, taxis, etc.): | $ |
| Housing expenses (e.g., hotels, etc.): | $ |
| Food expenses (e.g., meals, etc.): | $ |
| Other expenses (e.g. dissemination, subvention, indexing, or publication costs): | $ |
| Student stipend (for CSR projects, amount per week = $500, for a maximum of 10-weeks | $ |
| Student stipend benefits (10% of total student stipend): | $ |
| NTT Faculty member stipend (up to $250 per week for 10 weeks maximum) –  **ONLY AVAILABLE FOR NON-TENURE TRACK FACULTY:** | $ |
| NTT Faculty member stipend benefits (10% of total faculty member stipend) –  **ONLY AVAILABLE FOR NON-TENURE TRACK FACULTY:** | $ |
| **Project Budget TOTAL:** | $ |

**Budget justification:**

*The review committee may elect to provide less than the full amount requested. Such decisions will be informed by the fixed quantity of funds available along with the goal of funding the maximum number of projects. Please provide a justification of the items listed. Your project is more likely to garner support if the members of the review committee understand the proposed costs, how you arrived at these figures, and for some costs how these funds support the proposed work (e.g. equipment, supplies, etc.)*

*Example 1: Travel costs were estimated using the website ABCDEF on {date} for flights from MSP to XXX. Train fare from the airport in XXX to YYY are {$ amount}. Finally, local transport from hotel to conference site will involve zzz Metro rides at {$ per ride = $ total}.*

*Example 2: The student research assistant will work 30 hours per week for 8-weeks at $12.50 per hour ($3,000) + 10% benefits ($300).*

*This information should align with the description you provide in the timeline for section 3.C .and the information you provide in Section 7.*

**SECTION 7: THE STUDENT EXPERIENCE--** This section is mandatory.

*CSR, Beltmann, or Mellon applications without student collaborator(s) information will not be considered.*

1. **Student Information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student 1** | **Student 2** *(if applicable)* | **Student 3** *(if applicable)* |
| Name: |  |  |  |
| Major(s): |  |  |  |
| Anticipated Year of Graduation: |  |  |  |

1. **Student Enrichment (250 word maximum)**

Describe the objectives of this proposal in terms of student enrichment. What skills, techniques, or knowledge will the student(s) learn or contribute to the proposed project?

*Replace this text with a description of the student experience.*

1. **Student Aptitude (250 word maximum)**

Describe each student’s background, characteristics, and/or knowledge (e.g., previous coursework or research experiences) that make them suitable to make contributions to the proposed project. Keep in mind that the review committee could use your answer to this question to prioritize which students on a multiple student application should be recommended for funding.

*Replace this text with a description of the student preparation for this project.*

**SECTION 8: UPLOAD STUDENT TRANSCRIPT.**

In the application [**submission GoogleForm**](https://goo.gl/forms/mwXTmA4RradSXtiE2)**,** UPLOAD an unofficial transcript) for each student (PDF- or Word- formatted; a screenshot(s) from Degreeworks is sufficient) *The review committee will not consider proposals that lack a transcript for one or more student collaborator.*