

## **How to Apply for an Academic Grant through Student Senate**

The purpose of the academic-based activity fund is to sponsor individual students' costs associated with student research, travel costs related to an academic activity, or costs relating to an independent academic project. This funding is **not** available for costs associated with off-campus courses offered by Cornell College. More detailed information regarding academic-based activity funding can be found within the *Academic Affairs* section of Student Senate's By-Laws.

### **Application Process**

1. Submit a grant request (may not exceed \$750 per request) to the Chair of Academic Affairs detailing the nature of the academic activity and a budget for the requested amount.
2. Submit a letter approving the research/project request. This letter must come from an academic department or supervising professor and must accompany the original request.
3. Demonstrate that steps have been taken to access funding from a Cornell College academic department(s).
4. Demonstrate that steps have been taken to access funding from outside Cornell College.
5. Provide a plan to present on the academic activity through means that may include but are not limited to: Student Symposium, a presentation sponsored by an academic department, a presentation sponsored through a separate student organization.
6. Attend two consecutive Academic Affairs Committee meetings to present the request and answer any clarifying questions. The committee shall vote on the request the second meeting.

### **Terms and conditions**

1. Upon completion of any research funded by the Academic Affairs Committee, the student must present their findings publicly as outlined in the initial request.
2. Failure to present on their student research will result in letters being sent to the Dean of the College, the Vice-President of Student Affairs, and the sponsoring professor of academic department detailing the student's failure to present their research publically.
3. The student requesting funds will be asked to sign a contract agreeing to these terms and conditions.

If you have any questions regarding the application process or its terms and conditions, please contact the Student Senate Chair of Academic Affairs or any of the Academic Affairs committee members.