

**STUDENT OPPORTUNITY PROJECT FUNDS**  
Skidmore College

<b>For Office Use Only</b> Date Received _____ Approved _____ Denied _____
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Date of Application: \_\_\_\_\_

Student Project Leader\*: \_\_\_\_\_

Declared or Anticipated Major(s): \_\_\_\_\_

Minor: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Have you previously received Student Opportunity Funds?  No  Yes

If yes, when? \_\_\_\_\_ Amount Received: \_\_\_\_\_

Title of Current Project: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Program/Department: \_\_\_\_\_

**For the Faculty Sponsor**

I have read the student's narrative and endorse the proposed work: \_\_\_\_\_  
[signature required]

Optional comments (attach letter if necessary):

**Academic Opportunity Awards:** Please check the appropriate box below if you are applying for Student Opportunity Funds award requiring department or program approval. See below for more information on each award.

- American Studies:** *Joanna Schneider Zangrando fund*
- Italian:** *The Messa and Dierenzo Family Student Opportunity Fund for Study in Italy*
- Theater:** *The Stephanie Mnookin Theater Department Research and Creative Project Fund.*

**The following information will be kept confidential but is needed for check processing:**

**Student Project Leader\*:** \_\_\_\_\_

**Class Year:** \_\_\_\_\_

**(SSN)** \_\_\_\_\_

**Home address:** \_\_\_\_\_  
(street) (city, state, zip code)

**Cell Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Student: On a separate sheet of paper, please provide a brief description (no more than 1 page) of the research or creative project and include the following information:**

1. Title of project.
2. \*If more than one student is involved, list each student's name and his/her major(s).
3. Provide a succinct description of the means and methods to be employed in the project so that its focus and feasibility are clearly set forth and understandable to a general audience.
4. If this project is associated with a class, identify the class and instructor.
5. For art projects, describe the themes you explore in your work and submit a portfolio of work(s) that illustrate project goals (an electronic portfolio is fine). Please be advised that Student Opportunity Funds may not be used to purchase materials routinely required in studio art courses. Funds may be used to upgrade or expand materials which support innovation and independent, creative growth.
6. Describe how the project or opportunity will enhance your college education.
7. Explain the potential benefit of the project to the academic community at Skidmore and whether there will be a public presentation of your work.
8. Provide a detailed budget for anticipated expenses and a description of other sources of funds (if appropriate) or an assurance that funds are not available from other established sources at the College. ***These funds must be used in the semester for which you apply for them.***
9. If this project is being done in collaboration with a faculty member, please describe the nature and extent of the collaboration.
10. You must have a Faculty Sponsor. His or her signature is required on the coversheet.

**Please Note:** If this study involves human subjects or vertebrate animals, you must consult with Skidmore's Institutional Review Board (IRB), Participant Review Board (PRB), or Institutional Animal Care and Use Committee (IACUC) to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects, 2) includes any interaction or intervention with human subjects or access to identifiable private information, and 3) meets the definition of research, which is defined as a systematic investigation designed to develop or contribute to generalizable knowledge. IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds, including wildlife studies involving vertebrate animals. Indicate in your application if you need IRB, PRB, or IACUC approval; if you do, also indicate whether or not you have submitted your proposal for review and/or received approval. If you have received approval, please attach your approval memo. All Skidmore College researchers that interact with human participants or involve vertebrate animals in their research (regardless of whether or not they need IRB, PRB or IACUC approval) are expected to conduct their research in an appropriate and ethical manner.

Be certain to type and proofread all materials submitted. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. **Please submit this application and support materials to Pat Choukeir in Starbuck Center 201** by the published deadlines for preliminary screening. You should allow at **least two weeks** for the grant request to be considered.

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- Date received
- All sections completed
- Student's Cumulative Record Attached (for Dean)
- Faculty Advisor Name: \_\_\_\_\_
- Student Project Description Attached
- Budget Attached
- Faculty Letter Attached
- IRB Approval attached (if pertinent to project)
- Portfolio of Work
- IRB/PRB/IACUC

**~ STUDENT OPPORTUNITY PROJECT FUNDS ~**  
**Skidmore College**

**Purpose:** Student Opportunity Funds are provided by generous friends and alumni of the College. The Funds offer grants in support of student academic initiatives. Grants may be used to defray the costs of research materials and supplies, for travel to a research site critical to the project's completion, for preparing project results for publication or display, or for purchasing materials needed for a creative project. Grant amounts are typically \$200-\$500 and depend on the availability of funds each semester. (Please use "Student Travel to Present" form if you are presenting research and creative projects at a conference or other professional meeting).

**Criteria and Procedures:** Applicants for funds must be full-time matriculated undergraduates, must demonstrate the merits of their proposed research or creative project, describe how the activity will enhance their education, explain the potential benefit of the project to the larger Skidmore community, and provide a detailed budget request. Funds may be used only for the purposes designated in the application; any unexpended funds must be returned to the College. Preference will be given to well written proposals that grow from or contribute to a credit-bearing experience. Successful applicants agree to file a brief project report and expense report with the Associate Dean of the Faculty after completing their funded activity. Reusable goods (such as computers, software, recording or video equipment, etc.) purchased with Student Opportunity Funds become the property of Skidmore College after the completion of the project.

**Review Process:** All applications for Student Opportunity Project Funds must be submitted to Pat Choukeir in Starbuck Center 201, by the published deadlines for each semester. **Application materials must be typed and must be clearly and coherently written.** The Associate Dean of the Faculty makes all final decisions, consulting as necessary with other staff and faculty.

**Questions regarding Student Opportunity Funds should be directed to Pat Choukeir in Starbuck Center 201 ([pchoukei@skidmore.edu](mailto:pchoukei@skidmore.edu) or 518-580-5725)**

Rev. 9/16

***STUDENT OPPORTUNITY PROJECT FUNDS:***  
**TIPS FOR A SUCCESSFUL GRANT APPLICATION**

**Project Description:** clarity and completeness are very important, just as they will be when you apply for a grant in your professional or community life after leaving Skidmore. Provide sufficient detail on the nature of your research or creative endeavor, and describe the extent of any collaboration with faculty and peers.

**Faculty Assessment:** your faculty sponsor must endorse your proposed work. We strongly encourage you to work with your sponsor while crafting your proposal, and your sponsor should provide feedback on your narrative while it is still in draft form.

**Enhancement to your education and potential benefits to the Skidmore community:** please take these two questions (on the application form) seriously. They ask you to expand your field of vision beyond the individual project.

**Budgets:** guesstimates and round figures are not compelling. You should research actual costs and present the basis for such costs in the proposal. Look for ways of saving money, too. Our effort is to make your project affordable for you but also to stretch the funds to as many students as possible. If travel is involved in the project, be certain to show why it is essential. Consider the cheapest modes of transportation and inexpensive options for hotels and meals. When you take your own car, mileage will be paid up to 400 miles, roundtrip, at the rate per Financial Services. We support travel to a conference only when you are officially presenting research results or can demonstrate that specific content at the conference is key to your research project (so that, in effect, the conference becomes a research resource).

**Follow-up:** be certain to acknowledge support from the Skidmore College Student Opportunity Fund in your publication or presentation. Any equipment or unused supplies purchased with Opportunity Funds must be left with the appropriate Skidmore department for the use of future students. Finally, remember to file your expense report, with original receipts, so that your grant will not be treated as taxable income by the IRS.

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