

Oakes College
COLLABORATIVE STUDENT PROJECT FUND
Guidelines and Application Form

2015-2016

The Oakes College Collaborative Student Project Fund is a modest fund to support collective undergraduate student research and special group projects in the following four areas: (1) **academic research**; (2) **creative initiatives**; (3) **artistic endeavors**; (4) **special events**. Any group or organization of registered Oakes undergraduate students is eligible to submit an application for funding. All funding decisions will be based on the merit of the research/project, the extent to which the research/project will benefit the college and/or university community, and the available funds.

NOTE: Funding requests for individual student research and projects should be directed to the Oakes College Individual Student Projects Fund. Funding requests for events sponsored by registered student organizations should be directed to Core Council funding through Student Organization Advising and Resources (SOAR).

Eligibility Guidelines and Regulations

1. Applicants must be registered undergraduate students affiliated with the college when the proposal is submitted and during the time the funds will be used. Students receiving funds for summer projects do not have to be registered for Summer Session but must be registered for the following fall or winter quarter.
2. Requests in excess of \$500 will not be considered.
3. Requests for projects that have already been completed will not be considered.
4. The Collaborative Student Project Fund cannot subsidize Education Abroad programs, class enrollment fees, salaries, or personal living expenses.
5. Requests for travel expenses to attend conferences, seminars, workshops, etc., will be considered only if the applicants have a paper or poster accepted for presentation and are endorsed, as a group, by a UC faculty member.
6. Except in the cases described in #4 (above), requests for transportation expenses will be given the lowest priority.
7. Low priority will be given to costly food budget items, particularly if the food is being given away as opposed to being sold. The nature of the program and the importance that food has in the overall program will be taken into consideration.
8. No project will be funded more than once through the Collaborative Student Project Fund. These funds cannot subsidize ongoing projects or recurring or annual events.
9. Campus accounting procedures specify that funds cannot be spent on gift items. Funding for gifts and mementos, including recognition or award plaques, will not be considered.
10. The Collaborative Student Project Fund will not provide monetary gifts to be turned over to another source. The sponsor of a project must apply for funds directly.

COLLABORATIVE STUDENT PROJECT FUND

Proposal Guidelines

1. All proposals must use the Collaborative Student Project Fund application cover sheet and an application checklist.
2. All proposals must also include a narrative description (not to exceed 3 pages, typed and double-spaced, in a 12 point font). Your narrative description should include a succinct overview of each of the following areas:
 - (a) background/needs assessment (what are you proposing and why?)
 - (b) objectives (what do you hope will come of your research or proposal?)
 - (c) procedures (how will you accomplish your objectives?)
 - (d) qualifications (describe your ability to carry out the project)
 - (e) dissemination of results (who will learn and/or benefit from your research or project and how will they learn of it?)

Please be as specific as possible in your narrative description.

3. All proposals must include a complete, itemized budget (preferably with price quotes from specific vendors).
4. A hard copy of your proposal must be received by the appropriate deadlines in order to be considered. There will be no exceptions and no extensions.
Deadlines are as follows: 10/6 for Fall quarter; 1/21 for Winter quarter; 4/7 for Spring quarter. Submit your proposal to the Assistant to the Provost in 131 Oakes.

NOTE: Collaborative Student Project Fund awards will be distributed in keeping with University accounting policies and procedures. Award letters will provide the appropriate contact information for obtaining your funds. Once an award has been made, the budget may not be altered without approval from the college. **All funds must be spent by the end of the current fiscal year (June 30, 2016),** unless special arrangements are approved by the Provost by May 15, 2016.

Oakes College

Collaborative Student Project Fund

Application Cover Sheet

This form must be completed in its entirety. Please print or type this form and complete all of the requested information (i.e., do not write "see attached"). Submit a hard copy along with your application checklist and your narrative description to the Assistant to the Provost in 131 Oakes by the appropriate deadline (**10/6 for Fall; 1/21 for Winter; 4/7 for Spring**).

Date: _____

Group Name and Student Contact Person: _____

Phone: _____ Email Address: _____

Mailing Address:

Research/Project/Event Title: _____

Collaborative Student Project Fund Category:

_____ Research

_____ Special Event

_____ Other

Quarter in which funds will be used: _____

Abstract (please limit to this space):

Total Budget: _____

Funds requested from other sources (if no other funding has been received or requested, please explain what efforts you have made):

Amount requested from Collaborative Student Project Fund: _____

Oakes College

Collaborative Student Projects Fund

Application Checklist

Please answer all of the following questions with a YES or a NO.

_____ Are the members of your group currently enrolled undergraduate students?

_____ Has this project been funded by the Collaborative Student Projects Fund before?

_____ Has the project been completed?

_____ Is this proposal for an Education Abroad or Community Studies Program?

_____ Have you included a complete itemized budget?

_____ Does your proposal include a request for class enrollment fees?

_____ Does the total budget include payment of salaries?

_____ Is the proposal for travel to present a conference/workshop paper?

_____ Do you have a faculty sponsor?

_____ Have you requested a letter of recommendation from your sponsor?

_____ Are you willing to release your proposal as a sample for others?