



Saint Vincent College

A. J. Palumbo Student Research Grants

The A.J. Palumbo Student Research Endowment was established in 1996 to promote exemplary scholarship and academic achievement in student research. Grant funding supports student-initiated learning and discovery in the arts, sciences, humanities, social sciences, and professional programs. Students are invited to submit proposals for grant funding to pursue such projects. A faculty advisor must oversee all projects. The projects should demonstrate originality, creativity, and/or significant research. Grants are available for projects undertaken during the current and/or upcoming academic year. The Student Research Committee, which includes the Dean of Studies, at least one faculty representative from each school, and a student representative, reviews all proposals. This process is very competitive and normally the amount of funds requested exceeds the amount available to be awarded. Applicants are strongly encouraged to work very closely with their faculty advisor in crafting a competitive proposal. This application is available on the Dean of Studies' web page. Eight copies of the completed proposal should be submitted to the Dean of Studies Office.

Proposal Narrative. Please answer the following questions: (May be no longer than three pages in length.)

1. Specifically indicate the reason(s) for which you are requesting funding including the specific date(s) and location(s) involving the project.
2. Describe the purpose of the project for which you are requesting funding.
3. Describe the method for your project including tasks involved and timeline for beginning and completing the project. Include plans for presenting the results of your project.
4. How does the project fit with your current academic program of study or with your academic interest and/or how will the project help you to achieve future goals?

Total Estimated Budget: Financial support will fund the following area.

- a) **Supplies:** Include an itemized list of consumable materials necessary for conducting the project (e.g., chemicals). You may also request support (a maximum of \$200) for supplies and materials for the presentation of your research findings at the annual Saint Vincent College Student Research Conference in April.
- b) **Equipment:** Include an itemized list of non-consumable or reusable materials necessary for conducting the project (e.g., books, microscopes), which will be given to your academic department upon completion of research project.
- c) **Printing and duplicating:** This category includes actual costs not provided by the College.
- d) **Travel:** Indicate the mode of transportation you will use: personal car @ 55¢/mile (or current rate), or reimbursement for bus, train or airplane tickets.
- e) **Lodging:** List the anticipated reimbursement associated with hotel/apartment expenses related to the experience (maximum of \$100 per day for shorter time periods, for longer stays efforts should be made to find affordable long-term accommodations; you should provide actual costs in this category).
- f) **Food:** You may request a maximum per diem of \$50 for food for shorter (four days or less) trips. For longer periods of time students may request a maximum of \$125 per week. Reimbursement will be determined by actual expenditures.
- g) **Other:** Identify any other miscellaneous expenses related to travel (e.g., subway/taxi, parking).

Please note: Submission of a A.J. Palumbo Grant Application does not imply that an award will be granted, nor does it guarantee that the full award amount will be issued. Grant funds may not be used for tuition. All requests for reimbursement must be accompanied by receipts.



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A.J. Palumbo Student Research Application

Student Name _____ Graduation Date _____

Project Title _____

SVC P.O. Box _____ Major: _____

E-Mail Address _____

Total Estimated Budget:

Your proposal narrative should clearly state how each of the items in your budget would support your project. An additional single page may be added to your proposal that itemizes the budget and explains how the costs were determined (for instance, how airfares and hotel costs were determined).

Supplies (itemize)	\$ _____
Equipment (itemize)	\$ _____
Printing and duplicating	\$ _____
Travel	\$ _____
Lodging	\$ _____
Food	\$ _____
Other (itemize)	\$ _____
Less funding from other sources (e.g., departmental funds)	\$ _____
Total funding requested	\$ _____

Student Signature _____ Date _____

Faculty Advisor:

As Faculty Advisor to the project I have reviewed the following research proposal and budget and agree to work with the student to support the completion of the project.

Faculty Advisor Signature _____ Date _____

Faculty Project Advisor (please print) _____

Each application should include this page as a cover page, the proposal narrative (maximum 3 pages), and an additional page with an itemized budget and short budget narrative if needed. Applications should be completed and submitted to Dean Alice Kaylor, Dean of Studies, in the Academic Affairs Office, second floor, Headmaster's Hall before 4:30pm on the application deadline for each semester.

Deadlines for Applications:

- Fall Semester: November 15 (for projects during the upcoming Spring and Summer)
- Spring Semester: February 15 and March 15 (for projects during the upcoming Summer and Fall)
(if a deadline falls on a weekend, then the deadline is extended to the following Monday)