



Saint Vincent College

The Elizabeth and Tom Andreoli Summer Traveling Scholar Awards

The Elizabeth and Tom Andreoli Traveling Scholar Endowment was established to provide financial support to encourage special educational opportunities that will broaden students' horizons and deepen their experience beyond the formal classroom setting. Andreoli Scholars must use the awards for an educational travel experience between the junior and senior year. The Student Research Committee, which includes the Dean of Studies, at least one faculty representative from each school, and a student representative, review 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.

Please include the following in your application:

Project Abstract: The abstract is a concise (one page) description of the proposed educational experience. Your abstract should contain:

- a) A concise description of the travel experience that you propose to complete. Specifically indicate the reason(s) for which you are requesting funding including the specific date(s) and location(s) involving the project;
- b) An explanation of how the travel experience relates to your major and/or minor as well as future educational and/or professional plans;
- c) An estimated time line for completion of the project.

Total Estimated Budget: Financial support will fund the following area. For most Traveling Scholars Awards, travel is the largest budget item. Your project abstract should clearly state how each budget item will support your educational travel experience. 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).

- a) **Supplies:** Include an itemized list of consumable materials necessary for conducting the project. 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, 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 (week 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 Andreoli Traveling Scholar 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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The Elizabeth and Tom Andreoli Application Summer Traveling Scholar Awards

Student Name _____ Graduation Date _____

Project Title _____

SVC P.O. Box _____ Major: _____

E-Mail Address _____

Total Estimated Budget:

Supplies (itemize) \$ _____

Equipment (itemize) \$ _____

Printing and duplicating \$ _____

Travel \$ _____

Lodging \$ _____

Food \$ _____

Other (itemize) \$ _____

Total \$ _____

Student signature _____ Date _____

Faculty Advisor:

As Faculty Advisor to the project I have reviewed the following travel grant 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 project abstract (1 page), 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 travel during the upcoming Summer)

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