

Wheaton Foundation Grant Guidelines

Wheaton Foundation Grants have helped students:

- Cover conference fees and travel costs
- Buy materials and equipment for research
- Travel to research sites
- Compensate research subjects

ELIGIBILITY

All Wheaton students, regardless of class year, are eligible as long as they are in academic good standing. It is expected that funds, in general, will be used to cover expenses incurred in the semester of application (or in the semester following the application).

SUPPORT

Grant requests are limited to a maximum of \$250 per student per year. Group submissions are welcome but costs per student must be justified. The Committee on Admissions and Academic Standing may limit the use of/deny funds for expenses judged inappropriate for this grant. Any equipment purchased on this grant will become property of the department involved and any books purchased become the property of the Wheaton Library.

If you intend to present a talk, prepare a poster session, or appear on a panel you may be eligible for additional funding from the Provost's Travel Grant program, administered by the Advising & Co-Curricular Learning Office. Students who have been accepted to be presenters should make duplicate copies of all Foundation materials and bring this information to Judi Razee, room 201A, Kollett Center.

STEPS FOR SUBMITTING YOUR PROPOSAL:

1. Complete the Wheaton Foundation Grant Proposal Application Form in its entirety.
2. Write the two-page (**maximum**) proposal. It must include the following sections.
 - **Title:** Include the title of your proposal
 - **Goals:** In 50 words or less, what are the goals or expected outcomes?
 - **Description:** Briefly and clearly describe your proposed project.
 - **Budget:** Include Itemized costs for which you are requesting funds/reimbursement. Institutional reimbursement rates for standard items include mileage at .405 cents/mile and photocopying at .04 cents/copy. For example:

Photocopying:	200 pages at .04 cents/copy =	\$10.00
Mileage:	280 miles at .405 cents/mile =	\$113.40

Photocopying and Mileage reimbursement rate is subject to change without notice.
3. Submit the application **stapled to your written proposal and itemized budget.**
The proposal should be a maximum of two (2) pages and should not be parts of previous papers or proposals. Your proposal will be judged on the basis of clarity, content, and professional presentation.
4. Request or attach a **letter of support from a faculty member** sponsoring your project. It is most helpful if the letter addresses the value and relevance of your request to your academics at Wheaton.

DEADLINES

Deadline is March 3, 2008. Please bring your Application form, proposal, budget and support letter to room 201A. All components must be stapled and handed, in person, to Judi Razee. If you have any questions, please contact Judi Razee in the Advising and Co-curricular Learning Office at x 3795 or jraze@wheatonma.edu