

**Faculty Recommendation for Mellon Senior Experience Mini-Grant (2013-14)**

The Mellon Fund for Senior Experiences at Lawrence awards mini-grants of up to $4,000 to individual students to enable them to pursue ambitious projects that fulfill Senior Experience requirements. Mini-grants provide funds for travel, supplies, services, and similar project expenses in excess of $300. In general, mini-grants do not provide funds for equipment usable beyond the project (such as computers), entertainment (such as receptions or picnics), or expenses that would be required of any student completing a given major or living on campus during the project period. All students who receive a mini-grant must submit a report on the use of the grant funds by the end of the academic year.

**How to Support a Student Application**

Every mini-grant application must be accompanied by a recommendation from the project advisor. To submit a recommendation, please do the following:

1. Review the student’s application and budget: This will help you answer the questions in this form. The student should e-mail their application to the Senior Experience Director.
2. Complete this recommendation form: Use the tab key to move between fields, and enter the information requested. Be concise and specific. Save the completed form as “**studentlastname**-recommendation.” E-mail your recommendation to the Senior Experience Director, Bob Williams, at robert.f.williams@lawrence.edu.
3. For domestic travel: The student should provide anticipated costs for airfare, ground transportation, lodging, meals, and program fees. Awards are capped at $800.
4. For international travel: The student should provide anticipated costs for airfare, ground transportation, lodging, meals, program fees, and travel insurance ($41 per month). The Associate Dean of the Faculty will send the student a packet of forms to complete; original signed forms must be returned to the Dean of Faculty Office in Sampson House one month before the trip for funding to be released. *Note: The grant will not fund travel to a country on the State Department’s Travel Warning list.*
5. For experimental or ethnographic research: If the project involves human participants, the student must receive approval from the Institutional Review Board (IRB) before the student can receive funding. Please help the student complete the process on the IRB website. Notify the Senior Experience Director when approval has been given.

**Deadlines**

Applications are preferred by the third week of the term. For December research or travel, apply in the fall (October 4). For summer research or travel, apply in the winter (January 24) or spring (April 18).

**Mellon Faculty Recommendation**

**Date**: Click here to enter a date.

**Student’s name**: Click here to enter text.

**Major(s):** Click here to enter text.

**Title of project**: Click here to enter text.

**Your name (faculty advisor for the project)**: Click here to enter text.

**Will this project fulfill the Senior Experience requirement for the student’s major?**

Click here to enter text.

**Please respond to the following questions, giving the basis for your opinions.**

**1. What makes the student’s project distinctive or ambitious?**

Click here to enter text.

**2. How well prepared is the student to successfully complete this project?**

Click here to enter text.

**3. Is the student’s proposed budget reasonable and justified by the potential importance of the project or its impact (on the student or others)?**

Click here to enter text.