

**Faculty Recommendation for Mellon Senior Experience Mini-Grant (2014-15)**

The Mellon Fund for the Senior Experience at Lawrence awards mini-grants of up to $4,000 to individual students to help them pursue ambitious or distinctive Senior Experience projects. Mini-grants can be used for travel, supplies, services, lessons, workshop or conference fees, or similar expenses related to a scholarly or creative project. Mini-grants cannot be used for study abroad programs, personal technology purchases, or summer research stipends or housing on campus. All students who receive a mini-grant must submit a report on the use of grant funds by the end of the academic year.

**How to Support a Student Application**

Every student 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. Save the completed form as “**studentlastname**-recommendation.” E-mail it 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 $1,300.
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; signed forms must be returned one month before departure to receive funds. *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) to receive funds. Please help the student complete the process on the IRB website.

**Deadlines**

Students should plan to submit the application by the third week of the term. For December research or travel, apply in the fall (October 3). For summer research or travel, apply in the winter (January 23) or spring (April 17). Applications are welcomed at other times subject to availability of funds.

**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 importance of the project or its potential impact?**

Click here to enter text.