

Faculty Recommendation for Chandler Senior Experience Funds



Through a generous bequest from George '51 and Marjorie '44 Chandler, Lawrence has a fund to support the pursuit of ambitious or distinctive *Senior Experience* or honors projects with costs from \$300 to \$3,000. Your candid assessment of a student's preparation and proposal are important to managing this fund responsibly.

Funding Rules

- **Eligible expenses:** Funds may be used to reimburse actual expenses for materials, services, or travel needed to complete or present a scholarly or creative project. Students who receive funding for a project may request additional funds to present the project at a professional meeting or conference.
- **Ineligible expenses:** Funds may not be used for tuition or fees for study abroad or other academic programs, stipends, housing on or near campus, personal technology purchases, entertainment, or services by members of the Lawrence faculty.
- **Equipment purchases:** Any equipment purchased remains the property of Lawrence University.
- **Required documents:** Every application requires a faculty recommendation from a project advisor in the major (for a *Senior Experience*) or relevant field (for an honors project). To receive funding for research involving human participants, you must submit an approval letter from the [Institutional Review Board \(IRB\)](#). To receive funding for domestic travel, you must submit the trip proposal and personal info & release form from the [Academic Travel website](#). For [international travel](#), information must be entered into the Off-Campus Programs system no later than six weeks before departure.
- **Maximum funding:** \$3,000 per project. No student may receive more than \$3,000 total from this fund.

How to Support a Student Application

Do the following:

1. Help the student develop a proposal. The student should prepare a detailed plan, timetable, and budget.
 - For a partner or group project: The students should submit a single application, identifying all group members and noting which members are requesting funds for a *Senior Experience* or honors project.
 - For research involving human participants: The student must receive approval from Lawrence's Institutional Review Board (IRB). You can help the student complete the process on the [IRB website](#).
 - For domestic travel: The student should provide costs for airfare, ground transportation, lodging, and conference fees. Limit: \$1,500. The [Academic Travel website](#) has procedures, forms, and deadlines.
 - For international travel: The student should provide costs for airfare, ground transportation, lodging, conference fees, and LU travel insurance (\$42 per month). Lawrence will not fund travel to a country with a State Department travel advisory at level 3 or higher without an approved exemption. The [Student International Travel Process website](#) has procedures, forms, and deadlines.
2. Review the student's application and budget: This will help you answer the questions on this form. The student should email their application to the Associate Dean of the Faculty.
3. Complete this recommendation form. Save the completed form as "**StudentLastName-recommendation.**" Email the recommendation to the Associate Dean of the Faculty at assoc_dean_fac@lawrence.edu.

Applications are accepted at any time and can take up to two weeks to review once all documents are received. For international travel: applications are due October 15 for December travel, January 31 for spring break travel, and six weeks in advance for summer travel.

Faculty Recommendation for Chandler Senior Experience Funding

Date:

Faculty Name:

Student & Project Information

Student Name:

Major(s):

Project Title:

Questions

Will this project fulfill the Senior Experience requirement for the student's major and/or be submitted for honors in independent study?

If this project is part of a course, what proportion of time will be spent on project-specific activities?

What makes the student's project ambitious or distinctive?

How well developed is the project proposal?

How well prepared is the student to successfully complete the project?

How will the student share the results of this project with the campus?

Are the timetable and budget reasonable and justified?

Do you recommend the project be funded as requested? (If not, what would you recommend?)