

COLORADO COLLEGE
MEMORANDUM

TO: Students, Faculty and Administration
FROM: Dean's Advisory Committee
DATE: August 23, 2004
RE: Colorado College Venture Grants

This is to announce that Colorado College once again has a Venture fund. The Venture Funds are administered by the Dean's Advisory Committee. Our operating budget is \$100,000.00 and is divided among the following three categories:

1. Student Research (\$35,000)

Purpose: To allow students to carry on research or studio projects under the guidance of a faculty member. Support will be given for direct expenses, such as travel, housing, food and materials. It is possible, though not necessary, that these research proposals and projects will lead to academic credit. This fund is not intended to support off-campus classroom activities.

Student research projects should be submitted to the Dean's Office, accompanied by the student's transcript and a supporting letter from the professor who has agreed to supervise the project. Application forms and instructions for submitting proposals are available in the Dean's office.

2. Conferences (\$20,000)

Purpose: To permit students to attend professional meetings and conferences on subjects of intellectual interest. **The meetings should be of an academic or professional nature. Student presentation of research results at an academic meeting is encouraged.**

Proposals should be submitted to the Dean's office. Venture funds will not be used to cover a faculty member's travel, per diem or conference costs when accompanying students. Student proposals should include a student's transcript and be accompanied by a letter of recommendation from a faculty member and materials detailing the nature of the conference. Application forms and instructions for submitting proposals are available in the Dean's office.

3. Visiting Faculty (\$15,000)

Purpose: To bring distinguished visitors to the campus for a period of a few days to a week. The visitors may give campus-wide lectures, lectures to classes, or informal seminars. Proposals should try to maximize the exposure of the visitors to the campus community. An all-campus lecture is recommended. Requests for Block visitors should go through the department chairs to the Dean of the College for funding.

Proposals should be submitted by faculty and Department chairs to the Dean's Office. Application forms and instructions for submitting proposals are available in the Dean's office.

4. Faculty-Student Collaborative Research (\$30,000)

Purpose: The aim of the program is to fund collaborative research between faculty and students during the summer in order to support faculty in their research activities and to provide students with a first-hand research experience as undergraduates, expose them to the diverse goals, research methods and skills to conduct advanced research in their fields of study, prepare research reports of their findings, and present their conclusions to their peers in classes or at professional meetings. We expect the collaborative research projects to foster a mentoring relationship between the faculty member and the student, and expose the student to the processes of scholarly inquiry and discovery that characterize the life of a scholar/teacher.

Proposals should be submitted by faculty and department chairs to the Dean's Office by the first week of block seven. For more information contact the Associate Dean of the College Victor Nelson-Cisneros in the Office of the Dean of the College in Armstrong Hall or call X6686.

The Dean's Advisory Committee will meet on the third Thursday of each Block to evaluate proposals and award grants. Proposals will be funded on the basis of merit and the availability of funds. The Committee does not plan to hold extra meetings to evaluate proposals with imminent deadlines, so plan ahead. **In order to have enough time to make our evaluations, all proposals and supportive letters should be in the Dean's office by 1:00 p.m. the Friday preceding the scheduled meeting.** For more information or application forms, please contact the Dean's Office x6686.
Thank you.

COLORADO COLLEGE

MEMORANDUM

TO: All Student Organizations

FROM: The Dean's Advisory Committee (DAC)

DATE: September 17, 2004

RE: Suggestions to follow when applying for a Venture Grant.

The DAC is a standing faculty committee consisting of two student members, two faculty members, a representative of the Registrar's office and the Associate Dean of the College who chairs the committee. In administering the Venture Grant Program, the Committee accepts applications for funds from students (individuals and groups), faculty, administrators, and chartered student organizations. The Committee funds projects and activities in the following four categories: a) Student Research, b) Conferences, c) Visiting Faculty and Faculty-Student Collaborative Research. The latter is a new category of funding that is limited to **faculty** application. I have enclosed the following materials for your information: a) a general letter describing the four categories of applications considered and the deadlines for submission and review of an application; b) a Venture Grant Application that includes instructions and committee regulations; and c) a copy of the Venture Grant Project Review Form.

In order to assist students in applying to the Dean's Advisory Committee for Venture funds, we would like to provide you with some general comments concerning the application process as well as give you some specific advice concerning applications in each category.

Please note: the IRS requires that we report Venture Funds as taxable income.

General Comments and Suggestions:

The Committee encourages students to submit well written proposals which argue for the merits of a speaker, a conference of an academic or professional nature, or an innovative research or creative project which the committee would consider a "venture", an undertaking which involves risk or uncertainty. The proposed project or activity should be academically or professionally beneficial to the student and the college community. The committee expects students to share their experience or project results with the campus community.

A proposal which is well organized, thoughtful, concise, and clearly written, is favorably received by the committee. Sloppy presentation and incomplete information will prejudice the application.

If you need direction or help in writing the proposal, the Chair of the committee will be happy to discuss your ideas, give you suggestions, and review an early draft of your proposal prior to submitting it to the committee. In addition, the committee keeps a file of successful

proposals from previous years at Tutt Library for student review. Please ask for this file at the Reference Desk.

Plan ahead! A hastily written proposal which is incomplete or results in questions from the committee will usually be tabled in order to solicit more information from the candidate or it will be denied because of poor writing, an inability to convince the committee of the merits of the proposal, lack of previous course-work, missing recommendations, incompleteness, sloppiness, or lack of detail in the budget, etc. Planning and previous consultation will increase the chances for funding!

Priority in funding goes to students who have never applied for a Venture Grant. Students submitting a second proposal after receiving funds from the committee are given a lower priority in the committee's deliberations.

The Committee's deadline for receiving a proposal (**seven copies**) is the second Friday of the block at 1:00 p.m. The Committee meets on the third Thursday of the Block at 3:00 p.m. to make its decisions. Oral presentations by applicants are requested by the committee in extraordinary circumstances. Generally, the committee bases its decisions on the proposal, letters of support, and the student's transcript.

Student Research: (Please refer to the enclosed description and regulations. Specific examples cited are solely for illustration purposes. The following suggestions are meant as general propositions and suggestions beyond the descriptions and rules of the committee. The general suggestions made above apply to all categories of proposals.)

- * A student may apply for a maximum of \$850 for a research project. Projects or conferences involving more than one student, can request more than \$850, but no more than a total of \$1,000. Funds from other sources (personal, committees, departments) should be clearly stated and documented. Prior funding from the Venture Committee must be indicated on the application form.
- * Students must have a faculty sponsor for their project. Faculty members should have a thorough knowledge of the project a student is proposing. Discuss and seek the advice of a faculty member. Share your proposal with your faculty sponsor. Ask the faculty member to indicate his or her familiarity with the proposed project in the support letter. Ask for the letter with enough anticipation and do not feel shy about reminding the faculty member that your proposal will be reviewed at the Committee's meeting in a particular block. You may have more than one letter in support of your application.
- * Make sure that if you are proposing to do anthropological research, that you ask someone from the department to write your letter. The same holds true for other disciplines.
- * If you are seeking funding to study a geological problem the committee expects that your transcript will reflect your academic preparation in geology, etc. The committee seeks to is indicated on the transcript, then you should explain this anomaly.

- * Students should share any prior experience, course-work, or research which would indicate planning, preparation and ability to complete the project.
- * Budgets should be as detailed and complete as possible. Transportation requests should be for the lowest fares and students should consider using other forms of transport such as buses and automobiles. The committee funds food and housing costs (please give dollar amounts for food per meal and per day; cost of room per night and number of nights).
- * A proposed research project should have an objective or goal. The proposal should indicate the relevance of previous course-work or preparation for carrying out a research agenda. The proposal should indicate the relation of the proposed research to the student's current and future academic and career goals. The proposal should discuss the importance of the research problem, why it is significant, and the methodological and research strategies which will be employed to achieve the research objective.
- * Proposals to study at another institution or to pursue a course of study in which a fee is paid for tuition are unacceptable. The committee does not feel it can use its funds to subsidize the study of individuals at other institutions.
- * Students should indicate **specifically** how the results of the project will be shared with the campus community. Lectures to student groups, department colloquia or seminars or all-college presentations are favored. Other methods for sharing your results can be articles for the Leviathan, Critique, Disparaging Eye, and the Catalyst. Venture Committee support must be acknowledged in all the publicity for an event.

Conferences:

- * Students must show what the benefit of attending a conference would be for the student and for the campus community.
- * Provide as much detail as possible about what you or your group are to be doing at the conference. Presentation of papers, participation in workshops and round-tables have a higher priority for funding in the eyes of the committee than merely attending a conference.
- * Budgets should be as complete as possible as mentioned above. Exorbitant registration fees are not looked on favorably by the committee. If such a fee is necessary, the awarding registration fees.
- * Student presentation of research findings at academic and professional meetings are encourag

Visiting Faculty:

- * The committee seeks to pay a fair compensation for speakers who make presentations on campus. A general principle of the committee is to insist that we make as much use as we can of a speaker.
- * A faculty member coming from CU Boulder to give one lecture to a class or small group should receive a modest honorarium (\$100-150) plus transportation and food.
- * Honorariums of \$500 should include at least two to three events: an all-campus lecture, an open forum for interaction with students and a presentation to a class. Honoraria above this amount should include multiple activities and the committee should be given sufficient information with which to evaluate a speaker and his or her prominence. A vita for a speaker is always helpful. A persuasive proposal which argues the merits of the speaker and the request is recommended.
- * Honoraria of \$1000 or more should have funding from other committee and groups indicated. The Venture Committee is receptive to sharing the cost of such honoraria with other funding groups on campus (Great Performers and Ideas, the Leisure program, CCCA etc.)
- * Transportation and housing costs should be reasonable. Seek out the lowest fare possible. Housing costs should be reasonable. An example of affordable housing would include the Imperial 400 motel on Nevada Avenue. Explain the choice of accommodations.
- * Closed dinners for a few people are not likely to be funded.
- * Publicity should always indicate that the event or presentation was funded by the Venture Grant Committee. These costs should not exceed \$50. If the expenses are higher, please justify the request in your proposal.
- * Visiting faculty can be invited for a few days to a week. Any block visitor proposals should be presented by a department to the Dean of the College.

Faculty-Student Collaborative Research:

Purpose: The aim of the program is to fund collaborative research between faculty and students during the summer in order to support faculty in their research activities and to provide students with a first-hand research experience as undergraduates, expose them to the diverse goals, research methods and skills to conduct advanced research in their fields of study, prepare research reports of their findings, and present their conclusions to their peers in classes or at professional meetings. We expect the collaborative research projects to foster a mentoring relationship between the faculty member and the student, and

expose the student to the processes of scholarly inquiry and discovery that characterize the life of a scholar/teacher.

Proposals should be submitted by faculty and department chairs to the Dean's Office by the first week of block seven. For more information contact the Associate Dean of the College Victor Nelson-Cisneros in the Office of the Dean of the College in Armstrong Hall or call X6686.

Enclosures

**DEAN'S ADVISORY COMMITTEE
STUDENT VENTURE GRANT APPLICATION**

Please read all instructions and regulations on the reverse side of this sheet prior to the completion of this form. **The original plus 6 copies of your proposal are due in the Dean's Office on the 2nd Friday of the Block by 1:00 p.m.**

DATE SUBMITTED

NAME _____ **CLASS** _____ **WORNER BOX** _____ **EXT.** _____

ID # _____ **HOMETOWN (Not Address)** _____

NAME _____ **CLASS** _____ **WORNER BOX** _____ **EXT.** _____

ID # _____ **HOMETOWN (Not Address)** _____

NAME OF ORGANIZATION

BRIEF DESCRIPTION OF INTENDED USE OF FUNDS

PROPOSED DATE/BLOCK OF USE _____

NAME OF FACULTY SPONSOR _____

HAVE YOU BEEN THE RECIPIENT OF A PREVIOUS VENTURE GRANT Yes No

IF SO, WHAT AMOUNT? _____ **WHEN?** _____ **REPORT SUBMITTED?** _____

TOTAL AMOUNT OF VENTURE FUNDS NOW REQUESTED _____

ARE YOU SEEKING OTHER FUNDING FOR THIS PROPOSAL? Yes No

IF YES, WHAT IS THE SOURCE? _____

If this proposal is approved, I understand that it is my responsibility to notify the Dean's Office immediately if I do not pursue my project as proposed to the Dean's Advisory Committee. I further understand that all funds are to be used according to the proposal as submitted and approved by the Dean's Advisory Committee. Any changes to an approved project must be submitted to the Chair of the Committee for approval. **Please note: the IRS requires that we report Venture Funds as taxable income.**

SIGNATURE _____ **DATE** _____

*****DO NOT WRITE BELOW THIS LINE*****

DATE _____ **ACTION TAKEN** _____ **DATE** _____

BLOCKS TO BE USED _____ REPORT SUBMITTED _____
COMMENTS AND SUGGESTIONS:

COLORADO COLLEGE VENTURE GRANT APPLICATION INSTRUCTIONS

Carefully read the application instructions and regulations outlined below. In addition, consult the accompanying memorandum describing the purpose and the use of the Venture Fund. **The original plus six (6) of the application form on the reverse side of this instruction sheet must be accompanied by seven (7) copies of each of the following:**

- 1. A typewritten description of the proposed use of funds stressing the relationship of the proposal to one's academic program and/or general educational interests and the forum through which the results will be presented to the College community.**
- 2. A detailed budget showing how the requested funds will be used.**
- 3. For individual applicants, a transcript and letter of recommendation from one or more faculty sponsors.**

VENTURE GRANT REGULATIONS

Venture funds exist to provide opportunities for enrichment within the aims and confines of existing curricula and the educational philosophy of Colorado College. The Dean's Advisory Committee is interested in helping students carry out innovative projects of high merit which benefit the individual applicant and the College community. Since there are many more proposals submitted than it can fund, the Committee has established the following guidelines for the allocation of funds.

1. The Committee provides a maximum of \$850.00 for any one student project. Projects or conferences involving more than one student, can request more than \$850, but no more than a total of \$1,000.
2. The Committee looks closely at the student's transcript, the quality of writing, the organization and the clarity of each Venture Grant proposal and the letters of recommendation from one or more faculty sponsor.
3. The Committee does not accept proposals for projects already in progress or completed.
4. If a student's research project is in an applicant's hometown, the Committee will not fund transportation or room and board costs.
5. The Committee will use its discretion in awarding funds for conference registration fees. (An applicant should not expect to receive full funding for conference registration.)
6. The Committee will fund round-trip transportation for students engaged in research or who are attending conferences. If a student drives a private car, the Committee will pay travel costs at 36 cents per mile.
7. The Committee urges most strongly that proposals be submitted as early as possible so that the Committee may make fair and accurate judgments. All funding of proposals is limited by the availability of funds and is on a "first come, first served" basis.
8. If an applicant has received previous funding from the Committee, a subsequent proposal will receive lower priority.
9. Individual projects should have tangible results for the College community (i.e., presentations to campus, to classes, colloquia, etc.).

A file of successful Venture Grant applications is available in Tutt Library at the Reference Desk. Applicants may find them helpful in preparing their applications.