

**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 8 copies of your proposal are due in the Dean's Office on the 2nd Friday of the Block by 1:00 p.m. If you have questions, please contact Rita Zook at x6686 or email rzook@coloradocollege.edu.**

**DATE SUBMITTED** \_\_\_\_\_

**NAME** \_\_\_\_\_ **CLASS** \_\_\_\_\_ **WORNER BOX** \_\_\_\_\_ **EXT.** \_\_\_\_\_

**ID #** \_\_\_\_\_ **HOMETOWN (Not Address)** \_\_\_\_\_

**NAME** \_\_\_\_\_ **CLASS** \_\_\_\_\_ **WORNER BOX** \_\_\_\_\_ **EXT.** \_\_\_\_\_

**ID #** \_\_\_\_\_ **HOMETOWN (Not Address)** \_\_\_\_\_

**STUDENT RESEARCH** \_\_\_\_\_ **LIFE OF THE MIND** \_\_\_\_\_ **CONFERENCE** \_\_\_\_\_

**PROJECT TITLE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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** \_\_\_\_\_

## 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 8 copies of the application form on the reverse side of this instruction sheet must be accompanied by eight (8) copies of each of the following:**

1. A typewritten description (no more than 5 pages) 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. If applying as a group a transcript is needed from each student and a faculty letter for the group.
4. **Please collate the application materials into packets with the application as the first page followed by the proposal, budget, faculty sponsor letter and transcript. Please staple in the upper left hand corner.**

### IRB APPROVAL REQUIRED FOR RESEARCH INVOLVING SURVEYS, INTERVIEWS AND PARTICIPANT OBSERVATION

Students carrying out research under the "Student Research" or the "Faculty/Student Collaborative Research" categories that involve surveys, interviews, or participant observation must receive approval from the Colorado College Institutional Review Board before their venture grants will be funded. (Venture grants involving investigative journalism projects must similarly receive approval to be funded.) Venture grant proposals involving any of these types of research without prior IRB approval will be tabled by the Dean's Advisory Committee, and the student will be directed to Amanda Udis-Kessler (audiskessler@coloradocollege.edu), IRB Chair. However, it is faster and more efficient for students to complete an IRB proposal form and send it to Amanda for review before sending a venture grant proposal to the Dean's Advisory Committee. Please note that there is one exception to this rule: if you are only interviewing public, professional or expert figures and you are only asking them for their professional opinions about matters in which they have expertise (no personal or private information), you do not need to fill out an IRB proposal. Instead, email Amanda with a paragraph-length description of your project and she will let the Dean's Advisory Committee know that you are exempt from requiring IRB approval. Please bear in mind that you cannot receive an exemption without writing this description and sending it to Amanda.

Proposal forms and application processes can be found at <http://www.coloradocollege.edu/dean/oir/irb/applyingapproval.htm> and a consent form template can be found at <http://www.coloradocollege.edu/dean/oir/irb/consentforms.htm>. Students should plan to submit their IRB proposals for venture grants on the regular IRB due date schedule, the block before submitting venture grant proposals to the Dean's Advisory Committee. These dates are as follows for the 2008-09 academic year:

- Block 1: September 8
- Block 2: October 6
- Block 3: November 3
- Block 4: December 1
- Block 5: January 26
- Block 6: February 23
- Block 7: March 30
- Block 8: April 27

Please contact Amanda with questions and concerns.

## **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 \$1,000.00 for any one student project. Research projects involving more than one student can request more than \$1000 but no more than a total of \$1500. Students attending conferences may request up to \$850. Conference requests involving more than one student can request a maximum of \$1000.
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 48.5 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.