

Suggestions to follow when applying for a Venture Grant

The Dean's Advisory Committee 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 five categories: a) Student Research, b) Conferences, c) Visiting Faculty, d) Life of the Mind and e) Faculty-Student Collaborative Research. The latter is a category of funding that is limited to **faculty** application. I have enclosed the following materials for your information: a) a general letter describing the five 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.

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." 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. Poor conception and execution, 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. Students should also make use of the services of the Writing Center. 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 received funding 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 (**eight copies**) is the second Friday of the block at 1:00 p.m. The Committee meets on the third Thursday of the Block at 3:15 p.m. to make its decisions. The committee bases its decisions on the written proposal, letters of support, and the student's transcript (unofficial).

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 \$1000 for a research project. Projects or conferences involving more than one student, can request more than \$1000, but no more than a total of \$1,500. 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. Your transcript should also demonstrate the coursework you have attempted in the department. 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 evaluate whether a student has the academic preparation to complete the project successfully in the time period specified. If a student proposes a project for which they do not have such preparation, then they should explain this discrepancy.
- * Students should share any prior experience, course-work, or research (bibliography of works read as preparation) that 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 a clearly stated research question, hypothesis and objective. The proposal should indicate the relevance of previous course-work or preparation for completing the proposed research project. 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 that will be employed to achieve the research objective. Research involving human subjects must have the

approval of the Institutional Review Board (IRB). Information can be found at www.coloradocollege.edu/dean/oir/irb/.

- * Proposals to study at another institution or to pursue a course of study in which a fee is paid for tuition are unacceptable. In addition, the Committee will not pay third parties for services such as interview transcription, chemical analysis of a sample, or cutting a thin slice of a rock specimen. The committee does not feel it can use its funds to subsidize the study of individuals at other institutions or pay fees to third-party sources and vendors.
- * 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*, *Cypher*, 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 will be doing at the conference. Presentations 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 for networking and career advancement.
- * Budgets should be as complete as possible as mentioned above. The committee does not look on exorbitant registration fees favorably. If such a fee is necessary, the Committee will determine the amount in awarding registration fees.
- * Student presentations of research findings at academic and professional meetings are encouraged by the Committee and given the highest priority for funding.

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, the benefit to a course and the college community is highly 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, CCSGA etc.)
- * Transportation and housing costs should be reasonable. Seek out the lowest fare possible. Housing costs should be reasonable. Explain the choice of accommodations.
- * Closed dinners for a few invited guests are not likely to be funded.
- * Publicity should always indicate that the Venture Grant Committee funded the event or presentation. 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. A department should present any blockvisitor proposals to the Dean of the Faculty and Dean of the College.

Life of the Mind.

To provide established and on-going groups of students (minimum of three students) funding for projects of an academic nature that enhance the academic life **on the campus** and bring new ideas to the student body. These are projects that would not necessarily be funded by organisations such as CCSGA or academic departments. Examples of projects would include: independently created student publications (*Rocky Mountain Undergraduate Review*, *The Colorado College Alpine Journal*), bringing academic speakers to campus, public art projects, or small academic symposiums. Maximum grants of \$2,000 are awarded.

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.

The faculty member applies for one student assistant who will work on an 8-10 week project during the summer after the application. The faculty, if funded, receives an award that consists of \$2,500 for student wages (taxable for the student) and a research supplies grant of \$500. Faculty and student are expected to write an individual report on the project, the skills and methods learned, and the overall experience of each participant.

Faculty and department chairs should submit proposals 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, by calling X6686.

Enclosures