

# Keller Family Venture Grant (KFVG) — Application Checklist

The Keller Family Venture Grant Fund supports co-curricular, experiential research projects of high merit that benefit both the applicant and the CC community. Review the full instructions and terms on SUMMIT or the [Keller Family Venture Grant website](#).

Questions → contact Drew Cavin.

**Deadline:** 5 pm, first Wednesday of the block in which you want your proposal reviewed. Decisions are announced in week 1 of the following block.

⚠ If you're missing any required item below, your proposal will **not** be reviewed in the current block.

## Before You Submit

- ☐ **Faculty/staff sponsorship confirmed** — Your faculty supervisor/mentor has discussed your proposal in depth, agrees it has significant academic merit, and has confirmed they will complete the recommendation questionnaire.
- ☐ **Enrollment eligibility** – Students must be enrolled students for funds to be released.
- ☐ **Milestone completion** – All first year students must have completed at least one Career Milestone
- ☐ **IRB contact (if applicable)** — If your project involves human subjects (including interviews), you've contacted the CC IRB about review, approval, or exemption.
- ☐ **IACUC approval (if applicable)** — If your project involves lab or free-ranging vertebrate animals (including observation-only work), you've received approval and a protocol from IACUC.
- ☐ **International Travel** — If traveling internationally, prepare to submit your travel review in Summit. See tips on the “things to know” Venture Grant webpage.
- ☐ **Application fully completed** — All components of the grant application are filled out.

- ☐ **Student account printout** — Obtained a printout (JPG/PDF) from Student Accounts ([StudentAccounts@coloradocollege.edu](mailto:StudentAccounts@coloradocollege.edu), Spencer Rm 116, 719-389-6698) showing your account is in good standing.
  - *If your balance is covered by financial aid requirements you've already completed, ask Student Accounts to notate the printout as "good standing" even with a balance due.*
- ☐ **Good academic standing** – You are in good academic standing.
- ☐ **Additional review forms (if applicable)** — Submitted or consulted on any other required forms (e.g., IRB, Travel Approval Form).
- ☐ **Timing check** — IRB/IACUC forms submitted at least **2 weeks** before the grant application; grant applications submitted **2–3 funding cycles** before you actually need the funds.

## Application Components

- ☐ **Project Overview** (≤1,200 words total), broken into:
  - ☐ Narrative
  - ☐ Methodology
  - ☐ Significance
- ☐ **Attachments** as relevant (maps, bibliographies, etc.)
- ☐ **Detailed, fiscally responsible budget**
- ☐ **Faculty/staff reference** identified and willing to serve as your project sponsor

## If Your Application Has Multiple Authors (Co-Applicants)

**Primary applicant** (the one submitting the main form):

- ☐ Submits the project narrative, budget, and Travel Review Form (if applicable)
- ☐ Initiates IACUC/IRB review
- ☐ Lists **all** project references in the form
- ☐ Uploads their own transcript and student account printout in the main application

**Each co-applicant** (anyone not submitting the main proposal/budget):

- ☐ Completes the [KFVG Co-applicant Information Form](#)
- ☐ Uploads their own transcript and student account printout there

## Funding & Eligibility Rules to Know

- **Individual award max:** \$1,500
- **Group award max:** \$3,000 combined
- **Matching Funds:** Up to \$500 (individual) or \$1,000 (joint) in additional funding if you've secured matching support from a separate institutional source (e.g., an approved internal CC grant or external grant). Personal funds cannot be used as the match, and matching sources can't be the Dean of the College, Dean of the Faculty, or President's Office.
- Funds may be used for research travel but **not** for expenses eligible under the Academic Opportunities Grant.
- You must be an **active, full-time student** at the time of your project and complete it **before graduation** — alumni are not eligible.
- **One Venture Grant per academic year** (whether individual or group).
- Proposals must focus on **individual student research** (even within a group application).

## If You're Funded

- ☐ Share your findings with the CC community via:
  - ☐ GIS StoryMap
  - ☐ Poster
  - ☐ A personally developed "giveback" to the community
- ☐ Be aware you're responsible for applicable taxes (international awards have taxes deducted before disbursal)

*Also check the Venture Grants webpage FAQs for additional details not covered here.*