RESEARCH GRANT APPLICATION
History Department, Kenyon College

Applicants must apply in advance for the grant and awards are made at the discretion of the history department faculty and, to the extent that the awards involve internships or other experiential learning, in consultation with the Career Development Office or other successor entity.

The Landon H. Warner Grant provides undergraduate research grants to assist with expenses related to historical research.

The Lockwood-Murphy Grant supports meaningful research projects and opportunities for students who are majoring in history, with a preference for *Asian history*

Student Application Section

Name _____   Class of_____   Date of App_____

E-mail address_____   P.O. Box_____

Instructions:

1. Save the completed application with your first name, last name, and date in the file name.
2. Submit completed application to your recommending department member for recommendation.
3. Recommending faculty member completes the back of this form and returns the application to department administrative assistant.

When approved:

1. All reimbursement requests must be submitted on the College's Travel and Entertainment Expense Form accompanied by receipts for expenses incurred. Reimbursements should be completed, approved, and submitted to Accounts Payable within 60 days of the incurred expenses. For travel over the summer, receipts must be submitted as soon as student returns to campus.
2. When your project is complete, you must write a Thank You Letter to the donors briefly explaining your research and the results (a paragraph) with a statement acknowledging that your research was made possible by the Warner Research Grant or Lockwood-Murphy Research Grant through the Department of History at Kenyon College and your gratitude to the donors.
3. Both the Thank You Letter and the Travel and Expense Form with receipts are to be submitted to the History Department Administrative Assistant, Stacey Moore, at Seitz House or moore8@kenyon.edu.
4. All history department grant recipients are required to present their research project at the Kenyon College annual campus event: 'A Kenyon Showcase: Celebrating High-Impact Practices' in the spring semester of the academic year of awarded grant funds.

Please note:

Applications will be accepted/reviewed/approved on a first-come first-served basis until funds are expended. Your application will be reviewed and you will be notified by email within one week of submission of the status of your application. Composing a Thank You Note when your project is complete is both polite and required for this grant.

Project Details:

Title of Project _____

Brief Description of Project [Feel free to submit additional page if necessary]:

Budget Estimate; please itemize (include travel, lodging, meals, and access fees). *Please note Kenyon does not reimburse for gas receipts. Kenyon reimburses mileage at the per diem rate per mile listed on the Accounting Webpage under T&E Policy- Section 2: Transportation: A. Personal Vehicles).*

Have you previously received a history research grant? _____

Signature of Applicant:_____   Date:_____

History Faculty Member Recommendation:

_____ Strongly Recommend   _____ Recommend   _____ Do Not Recommend

Comments:

Faculty Member Signature: _____   Date:_____

Approval of Department Chair:_____   Date: _____