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 a completed application to your recommending department member for recommendation.
3. Recommended faculty members complete the back of this form and return the application to the department administrative assistant.

When approved:

1. All reimbursement requests must be submitted on the college's Academic Travel and Expense Form accompanied by itemized 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 the student returns to campus.
2. When your project is complete, you must write an email Thank You Letter briefly explaining your research and the results (a paragraph) and expressing your gratitude to the donors of the Research Grant received through the Department of History of Kenyon College.
3. Both the Thank You Letter and the Travel and Expense Form with receipts are to be submitted to the History Department Administrative Assistant, Kimberly Gerhart, in Oden #317 or gerhart1@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: _____