

Martin Family Fund Application

American Studies, Kenyon College

Martin Family Fund

The Martin Family Fund provides support for students in American Studies to work independently. You may apply for funding to assist with academic research support (with some extraordinary exceptions) for travel, research expenses, and equipment (which will belong to the program) including copy/photo/video costs.

Student Application Section

Student Name _____ Class of _____ Date of App _____

Amount Requested: _____ **NOTE: Please list itemized budget on the back of this application.**

E-mail address _____ P.O. Box _____

Applications will be accepted, reviewed, and approved on a first-come first-served basis until funds are expended

Application Instructions to be considered for Martin Family Research Funds:

- Submit completed application form to faculty member for faculty endorsement and signature. (See Back Page)
- Submit completed application form with faculty endorsement (See Back Page) signature to the American Studies Department Chair: Jonathan Tazewell, Hill Theater 201 or tazewellj@kenyon.edu.

Once approved:

- Turn in your **approved** application to American Studies Administrative Assistant, Kimberly Gerhart (gerhart1@kenyon.edu).

Reimbursement(s) Instructions:

Proper documentation which is listed below must be submitted to the American Studies Administrative Assistant, gerhart1@kenyon.edu, in order to process approved reimbursement(s).

1. An Academic Travel and Expense (T&E) form can be found on the Kenyon website at this [link](#). The T&E form must be electronically filled out, signed by you, and submitted with your receipts (in paper form or scanned electronically) within 60 days of the incurred expenses.
2. Upon completion of your project, please submit a three-page report with photographic documentation (at the request of the Martin Family). The report is a summary of the project and how the Martin Family Funds assisted with the academic research for the American Studies senior major or honors presentation. Add a statement to the report acknowledging your research was made possible by the Martin Family through the Department of American Studies at Kenyon College.

Title of Project: _____

Brief Description of Project: (Please feel free to attached 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. Standard mileage reimbursements must be accompanied by an online mapping print out, beginning and ending odometer reading, or detailed log of daily mileage incurred.

Have you previously received a Martin Family grant? _____

Signature of Applicant: _____ Date: _____

Faculty Member Recommendation

Strongly Recommend

Recommend

Do Not Recommend

Comments:

Faculty Member Signature: _____ Date: _____

Approval of American Studies Department Chair: _____ Date: _____