**Nebraska Wesleyan University**

**Fleming Student-Faculty Collaborative Fund for Research and Creative Endeavor**

**Application for Presentation Award**

**2022-2023 Academic Year – Open Application Deadline**

The application for a Fleming Student-Faculty Collaborative Presentation Grant consists of four parts:

1. Accepted Abstract
2. Description of Activity
3. [Travel Budget and Budget Justification] \*
4. Faculty Recommendation

The purpose of this award is to cover expenses for students whose scholarship (research or creative endeavor) has been accepted for presentation at a conference, exhibition, or similar event. Allowable costs may include registration and supplies for presentation purposes. **\*Personal travel of students, faculty and staff must follow Centers for Disease Control and Prevention (CDC) and Lincoln-Lancaster County Health Department (LLCH) guidance for recommended testing and/or quarantine.** Faculty mentor/collaborator costs will also be considered as resources allow.

Applicants should familiarize themselves with the Guidelines (available from the same source as this application) and inform their Division Representative or Student Representative on the Committee of their intent to apply. Applicants are highly encouraged to submit a draft of the proposal to their representative for comments prior to the deadline. No feedback can be provided once a final application is submitted.

**The electronic copy of the completed application must be submitted by the collaborating faculty member.** Please send an electronic of the completed application to the Fleming

Student-Faculty Collaborative (SFC) Fund Committee in care of:

Academic Affairs Office

nwuprovost@nebrwesleyan.edu

402-465-2110

5000 Saint Paul Avenue

Nebraska Wesleyan University

Lincoln, NE 68504-2794

Nebraska Wesleyan University is a member of

The Council on Undergraduate Research (www.cur.org)

**I. Accepted Abstract** – Please provide an abstract of scholarship that has been accepted for presentation (attach a copy of the acceptance letter).

**Name**(s):

**Email address:**

**SMB:**

**Name of Faculty Collaborator/Mentor**:

**Department and Division**:

**Email address:**

**Title of Proposal**:

**Date**:

**II. Description of Activity**

**Name**:

**E-mail address: Student Mailbox:**

**Major: Year:**

**Have you previously received a scholarship grant or presentation award from the Student-Faculty Collaborative (SFC) Fund Committee?**

**If yes, what was the project number?**

**Name of Faculty Collaborator/Mentor**:

**Department and Division:**

**E-mail:**

**Title of Proposal**:

**Amount Requested:**

**Date**:

(If more than one student is involved, please provide the personal information for each student.)

Please address each of the following items in the order presented. Total length of Description of Activity may not exceed two pages. (Use Times New Roman, 12-pt. font, single-spaced, with 1” margins.)

1. Describe the sponsoring organization. Is there peer review for acceptance? (Attach acceptance notification).
2. Convention/Conference information date(s) and location (attach copy of convention announcement or provide sponsor’s website or that includes sponsoring organization, dates, location, and conference program).
3. Describe your planned involvement. What other activities besides your presentation are you planning? Describe the role of your faculty mentor or faculty collaborator. How will s/he be involved or how was s/he involved in your activity?

**III. Budget**

**Name(s) of Student(s)**:

**Name of Faculty Collaborator/Mentor**:

**Title of Proposal**:

1. Itemized Budget

Your itemized budget proposal must be submitted on the provided Excel spreadsheet. **All expenses should have documentation supporting the cost** (supply a copy of a price list or website order form, etc.).

**You must identify priority needs in case the full budget cannot be awarded.**

1. Budget Justification

Explain your budget, describing each line item (justification and the basis of the cost. Identify any costs allocated directly to faculty. For both the narrative and the itemized budget, be sure to consider the following:

1. Registration
2. Supplies for Presentation
3. Other

**Proof of expenses and receipts for all expenses must be provided to Carrie Meeske Holloway within two weeks of the conference. Failure to submit appropriate documentation for all expenses will result in loss of funding.**

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IV. Faculty Recommendation

***Student Instructions***:

Have your faculty mentor/collaborator write a letter of recommendation to the Committee.

***Instructions for Faculty Mentor or Collaborator:***

In your letter of recommendation, be sure to address the following:

* Explain the value of the student’s project.
* Explain your collaboration on the project. If attending the event with the student(s), how will you mentor the student(s) during the conference?
* Are the budget needs accurately described by the student? Why or why not? Identify priority needs in the budget.
* Is there anything else we should know about this project?

Use additional pages, as necessary.

Please send letter of recommendation by e-mail to the Student-Faculty Collaborative (SFC) Fund Committee in care of:

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