**SAAB Application**
**Visiting Scholars Grant**

Visiting Scholars Grant applications are due on a weekly rolling basis. Applications are due to the SAAB/ASLC mailbox (MSC #140) on Monday by 4:00pm.

With the Visiting Scholars grant, the Student Academic Affairs Board (SAAB) supports students who are inviting visiting scholars or professionals to campus who will add both depth and perspective to existing courses, programs, and issues at Lewis & Clark. Such programs may take the form of seminars, tutorials, public lectures, performances, and/or workshops. Priority will be given to scholars who can lecture, visit classes, and meet with students on a casual basis. Expenditures may include travel, lodging, services, honorariums, and informal receptions. Please note that there is a $500 honorarium cap and that speaker fees will not be covered by SAAB. This grant category is not intended to fund annual events.

If you have any questions, please contact the SAAB Grant Director at saabgrants@lclark.edu, or see posted office hours. SAAB is funded by the Associated Students of Lewis & Clark (ASLC). Check out our website for more information: www.lclark.edu/org/aslc/saab.html.

Please ensure that you have answered all the questions and received all necessary signatures, and only turn in your grant when you have all components. The board will not review your grant otherwise.

**Information**

Applicant _____

Phone, MSC, e-mail _____

Student ID # _____

Date(s) of Visit _____

LC Project Advisor _____

Expected Graduation Date _____

**Signatures (print)**

Applicant* _____

Project Advisor _____

SAAB Member _____

SAAB Member _____

Director of Student Activities_____

Events Coordinator _____

Registrar _____

* Your signature above constitutes a contractual agreement between yourself and SAAB that all funds will be used for the express purpose of completing the final project. By signing this form you agree to complete a Final Report and turn in all receipts to the SAAB Grant Director. Your signature also signifies consent to allow the Registrar to verify your academic standing with SAAB.

**Procedure**

1) Develop an idea of how bringing this scholar will benefit you and the student body. All SAAB applications must be based on a thoroughly researched and developed idea that extends above and beyond available class curricula and/or current symposia offerings.

2) We recommend that you meet with the SAAB Grant Director at least four weeks before the planned event to discuss your ideas for the application. This can be an informal meeting, and allows for the Grant Director to guide you through any potential problems with your grant.

3) Meet with your project advisor (must be an employee of the Lewis & Clark College) to discuss your project. At this time you must receive his/her support and signature and ensure that they will be providing a letter of recommendation for your application.

4) Meet with the Director of Student Activities to plan and negotiate your visitor's contract. Not only will this ensure you find the best deals possible, but it will also ensure that the visiting speaker is treated the same as any other visitor to the college, thereby avoiding any potential for the (inadvertent or otherwise) taking advantage of inexperienced and enthusiastic students. Use the numbers agreed upon with the Director of Student Activities to compile your proposed budget. *Note: working with the Director of Student Activities is a requirement for Visiting Scholars applications. No Visiting Scholar application will be accepted without the approval and signature of the Director of Student Activities.*

5) Ensure a reservation for a place to host your scholar - for example, Council Chambers or the Agnes Flanagan Chapel. For lectures or other presentations you must also receive the signatures of the Events Coordinator.

6) You must meet with two SAAB representatives (this includes the one(s) that you met with at the beginning of the semester) with a complete draft of your application for revision. This must occur at least two weeks before you plan to submit your application. These representatives must sign your application before it can be submitted. SAAB representatives can only sign applications that merit full funding. In other words, if the representative doesn't believe that your application should receive full funding, then they can't sign it. Because of this, it is of utmost importance that enough time is budgeted to receive feedback and make changes on your application before it is due. **SAAB representatives are not required to make time to review applications after the two-week deadline.**

7) Receive the signature of the registrar to verify that you are in good academic standing (2.00 GPA or higher). Allow a full working day for the registrar to sign your application. Be sure to provide photo identification when picking up your signed application. If multiple students are submitting the same application, then each student must turn in a completed signature page (the first page of this application) with the submitted grant.

8) **Turn in your completed grant to the SAAB/ASLC mailbox (MSC #140), and send a confirmation**

**email to [saabgrants@lclark.edu](mailto:saabgrants@lclark.edu) with a digital copy of your grant materials**. Your grant is due the week *before* the date when you expect to present. If SAAB has a queue of grants to hear, your presentation could occur 1-3 weeks after your application is submitted. Due to this possibility, it is in your interest to turn your grant in as soon as possible.

9) Formal presentations are required of all grant applicants. The SAAB Grant Director will contact you with a presentation date after your application has been received. Your presentation is, in many ways, as important as the grant itself so prepare in advance and dress professionally. You will have 7 minutes to tell the board about your scholar, express your enthusiasm for how the presence of this person will enrich the academic experience of yourself and your fellow students, and to address any weaknesses you feel may be perceived in your grant application. Your presentation will be followed by a Q&A session with the board. Power Points or other visual aids are encouraged.

10) If you are funded, final reports are due three weeks after the visit has taken place. The SAAB Grant Director will provide you with the necessary information upon funding.

**Application**

Your application should include:

1) The page with your application information and required signatures (one page per student applying).

2) Detailed answers to the questions on the following page. This part of the application should be at least 3-5 pages in length.

3) Two itemized lists of expenditures detailing an optimum (your preferred) and a minimum (the absolute least amount you would need) budget request, within a table clearly displaying the items of the budget and the delineations between the optimum and minimum amounts. Be prepared to justify all items. Remember, SAAB will provide funds for an honorarium up to $500, but will not fund speaking fees. If you are applying for partial funding for any reason, please include the total amount and the sources from which you would receive additional funding. *Note: not all grants will have an optimum and minimum budget. If this is the case, provide one budget and a short explanation for why there is only one.*

\*\*Regarding budget items purchased prior to submission of application: if applicant purchases budget items prior to their grant hearing, they do so with the full understanding that the grant may not be funded and this cost will become their personal responsibility. For purchases made ahead of time, applicants may take precautions to ensure that a refund is possible incase grant is not funded (eg. purchasing traveler's insurance for airfare tickets). Premature transactions should only be done for items whose cost may increase significantly if not purchased well in advance.
Early submission of grant applications will help to avoid this problem.

4) As much as possible, provide proof of the above costs, especially for supplies that have already been

purchased. This can include photocopies or printouts of receipts, or online verification. For airline tickets (regardless of whether or not they have been purchased yet), include a printout or screenshot of the website used (Expedia, BestFares, etc.) which verifies you have selected the most competitive price.

5) A letter of recommendation from your project advisor, who must be an employee of Lewis & Clark College, preferably of the College of Arts and Sciences. Letters of recommendation should endorse both the merit of the applicant and the proposed project. These letters are confidential, and should be submitted in a sealed envelope with the advisor's signature across the back to the SAAB/ASLC mailbox (MSC #140), or emailed to saabgrants@lclark.edu.

**Applications should look professional, and should be free of typos, spelling mistakes, and grammatical errors. Submissions should be double-spaced, with a header that includes your last name and page numbers. When answering the questions below, each of your responses should be preceded, in bold, by the respective question.**

**Application Questions**

1) Describe the planned program in detail. Whom are you proposing to invite? How did you hear about them? If possible, please include a curriculum vitae of the scholar/professional. What is the format of the topic(s) that she/he will discuss?

2) Please describe any and all background work you have done to prepare for this project. Be sure to include relevant classes, lessons, or other projects you have participated in the past. How did you come up with the idea for the project?

3) What is the purpose of the program? For whom is the program intended?

4) What evidence of community interest do you have for the program? E.g. Facebook events, petitions of support, etc.

5) Please describe how your project will impact and benefit the greater Lewis & Clark community, both in the short- and long-terms. How is this program academic in nature?

6) Have you received SAAB funding to bring this speaker to campus in the past?

**The Final Check!**
- ☐ completed signature sheet
- ☐ followed all formatting guidelines
- ☐ answers to application questions
- ☐ itemized maximum and minimum budgets
- ☐ proof of cost for each item on budget
- ☐ proof that you have reserved any spaces on campus necessary for the project/giveback
- ☐ recommendation from your project advisor