

SAAB Application Program & Conference Grant

The Program & Conference Grant is accepted on a monthly rolling basis. For the Fall Semester of 2019/20, the Grant will be due on Monday, December 2nd. All Grants will be heard within two weeks of the deadline. Grants can be turned in to SAAB/ASLC mailbox (msc #140) or directly to the SAAB Grants director by email or in person during office hours.

With the Program and Conference Grant, the Student Academic Affairs Board (SAAB) supports students who are participating in, or presenting at conferences or outside educational programs that combine current campus-wide issues and college curriculum and in general enhance the academic environment at Lewis & Clark. These conferences and programs need not directly apply to one's major.

If you have any questions, please contact the SAAB Grants 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: <https://aslclark.org/saab-grants/>.

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, Box, E-mail: _____
Student ID #: _____
Date(s) of Event: _____
LC Project Advisor: _____
Department of Project: _____
Expected Graduation Date: _____

Signatures

Applicant: _____
Project Advisor: _____
SAAB Representative: _____
SAAB Representative: _____
Registrar: _____

***Your signature above constitutes a contractual agreement between SAAB and yourself 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 Chair. Your signature also signifies consent to allow the Registrar to verify your academic standing with SAAB.

Procedure

1) We recommend that you meet with at least one SAAB representative at least four weeks before the conference/ program. This can be an informal meeting, and allows for the SAAB representative to guide you through any potential problems with your ideas. It is best if you meet with the SAAB representative for your department (or the department to which the grant adheres), but this is not a requirement.

2) 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.

3) You must meet with two SAAB representatives (this includes the one(s) that you met with originally) with a complete draft of your application for revision. **This must occur at least two weeks before the grant is due.** These representatives must sign your application before it can be submitted. SAAB representatives can only sign applications that they believe are meritorious. 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.

4) 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.

5) Turn in your completed grant to the SAAB/ASLC mailbox in Templeton (msc #140), and send an email confirming you have turned in the grant to saabGrants@lclark.edu.

Conference grants are 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.

6) Formal presentations are required of all grant applicants. The SAAB Chair or Vice Chair 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 project, express your enthusiasm and dedication for it and the subject, 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.

7) You are required, if funded, to make a presentation of some kind to the Lewis & Clark community. This has traditionally consisted in a presentation of research, in the form of a paper or poster in addition to informal meetings with other students to discuss the experience of attendance at a professional conference.

8) If you are funded, final reports are due three weeks after your project/presentation has taken place. The SAAB Chair or Vice Chair 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 portion of the application should be at least 3-5 pages in length.
- 3) A detailed timeline of the conference or program.
- 4) 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. Research prices and present the Board with the most competitive prices available. If you are applying for partial funding, 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.*
- 5) 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 of the website used (Expedia, BestFares, etc.) which verifies you have selected the most competitive price.
- 6) 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.

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) Please list the name, location, and date(s) of the conference or program you wish to attend. What is the contact information (name, address, e-mail, fax, phone) of the sponsoring group?
- 2) What is the purpose and constituency of the conference/program? How would the experience be academic in nature? What activities (colloquia/presentations, graduate school interviews, etc.) will the conference feature? Please attach any brochures or relevant information to your final application.
- 3) Why would you like to attend this conference, or participate in this program? How did you hear about it? What will you do there (i.e. poster or paper presentation, meet with graduate school representatives, attend presentations, etc.)? What knowledge do you hope to gain? How will your attendance enhance your academic experience at LC?
- 4) The SAAB bylaws read, “SAAB requires its grant recipients to bring their project back to the LC community and encourages them to bring it to the larger global community.” Please discuss how you intend to fulfill this. Describe how your participation in this conference or program will impact and benefit the greater Lewis & Clark community, both in the short- and long-terms. Also discuss if you have plans to give your project greater exposure on the state, national, or international levels.
- 5) Have you received SAAB funding for this project in the past?