

SAAB Application Visiting Scholars Grant

The Visiting Scholars 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 Visiting Scholars grant, the Student Academic Affairs Board (SAAB) supports students who are inviting visiting scholars or professionals to campus who will both add 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 an informal 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 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 the components. The Board will not be able to 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 Chair. Your signature also signifies consent to allow the Registrar to verify your academic standing with SAAB.

Procedures

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 at least one SAAB representative within the first four weeks of the semester to discuss your plan. 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.

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 (which 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 the grant is due. 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 in Templeton (msc #140), and send an email confirming you have turned in the grant to saabGrants@lclark.edu.** Visiting Scholars 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. Because of this, 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 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 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 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) 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.
- 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.
- 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?