

# The Class of 1939 Senior Research Fund

## Funding Application

- ❖ The Class of 1939 Senior Research Fund was established by the Class of 1939 on the occasion of its 50<sup>th</sup> reunion. The income from this fund shall be used to support student research in all departments in conjunction with the senior project.
  
- ❖ Student Instructions:
  - Complete this form.
  - Return this form to your senior project first reader.
  - Please note:
    - Funding application must be received by our office in advance of expenditure in order for that expense to be considered for funding (**funds cannot be awarded retroactively**).
    - All applicable approvals from the Institutional Review Board and/or Animal Research Committee need to be obtained before submitting an application for funding.
    - Funding is limited to \$500 per student.
    - If your request includes travel expenses please base your budget on anticipated fuel expense (mileage cannot be approved).
    - Once the Provost reviews your application you will be notified by email regarding the status of your request. If funding is approved a check will be issued to you and sent to you by campus mail (please check your mail). By accepting that check you agree to use those funds exclusively for the expenses as specified in the approved detailed/itemized budget as specified on this application. In the event that, for whatever reason, your academic department(s) makes a purchase on your behalf for any of the approved budgeted items then you will be required to repay the department for that purchase within 30 days and that repayment will be coordinated by your project advisor.
    - This funding from the College is a form of income and needs to be reported as such to the IRS. Be advised that the funding you receive could be considered taxable; and as such you would be responsible for reporting it when you file your taxes.
  
- ❖ Senior Project First Reader:
  - Your student is applying for funding from The Class of 1939 Senior Research Fund. To indicate your support of this request, please sign at the bottom of the form, and then submit this form to the Provost and Dean of the College Office.
  - Applications may be submitted electronically to [sstephen@allegheny.edu](mailto:sstephen@allegheny.edu) or to Samantha Stephens at box 18.

**The Class of 1939 Senior Research Fund  
Funding Application**

Date of request: \_\_\_\_\_

Student name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Senior project first reader: \_\_\_\_\_

Department of Senior Project: \_\_\_\_\_

Detailed budget of project:

Item	Quantity	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
If your budget includes travel expenses please base your requested budget on anticipated fuel expense (mileage will not be approved).		\$
	PROJECT TOTAL	\$

Total amount requested from the Class of '39 Fund: \$ \_\_\_\_\_

Funding that you are receiving from other sources (department, ACCEL, ASG): \$ \_\_\_\_\_

All applicable approvals from the Institutional Review Board and/or Animal Research Committee have been obtained (need to be obtained before submitting an application for funding). Approvals have been obtained: Yes \_\_\_\_\_ Not applicable \_\_\_\_\_

Total amount approved by the Provost Office: \$ \_\_\_\_\_ Approved (Provost): \_\_\_\_\_

Write a short proposal describing your senior project (attach a 1-2 page typed proposal if additional space is needed).

Signed (student): \_\_\_\_\_

Approved (project first reader): \_\_\_\_\_

Project advisor signature confirms:

1. Your support of the project.
2. That you have reviewed and concur with the proposed budget.
3. Understanding and confirmation that in the event, for whatever reason, that the academic department(s) makes a purchase on the student's behalf for any of the approved budgeted items that the student will be required to repay the department for that purchase within 30 days and that you will coordinate that repayment with your building coordinator and/or chair person.