PROPOSAL GUIDELINES

James B. Pendleton Student Research and Production Grant Proposal for the Fall 2021 Semester

Scope and Eligibility of Grants

Pendleton Student Research and Production Grants are open to all full-time students enrolled in the Roy H. Park School of Communications at Ithaca College. Students may apply for grants up to $1,000 (per project). The amount for the grant requested must be specified in the grant application. Projects may be partially funded, given the competitiveness of the process and the limited funds available for the grants.

NOTE: Fall 2021 projects cannot be funded through this grant since there is a separate grant process for each semester. All receipts must be dated for the College's current fiscal year and for the timeframe in which this project grant is awarded (Sept 1, 2021 until Dec 13, 2021).

A complete proposal package will have all of the following:

1. a signed Signature Page
2. one-page typed proposal
3. one-page budget (template is provided on the website)
4. completed Faculty Recommendation Form that is emailed directly from faculty to Sandra Lowe, slowe@Ithaca.edu (provided on the website).

NOTE: ANY MATERIALS SUBMITTED IN ADDITION TO THE ABOVE STATED ITEMS (i.e., scripts, DVDs, etc.) WILL BE DISCARDED AND NOT RETURNED.

Deadlines & Important Dates

Complete application and proposal package: Wednesday, October 13, 2021 at 5pm EST
Notification of decision of grant recipients: Monday, Nov 1, 2021 by 5pm EST
Grant report with narrative and expenditures: Monday, Dec 13, 2021 by 5pm EST

Definition of Research and Production

The words "Research and Production" are broadly defined to include such activities as various scholarly research projects, creative writing, photography, and film and video production. Projects MUST be part of work you are doing for a Park School class that has faculty supervision. This also includes independent study coursework in the Park School.

Proposal Package

The proposal must include a one-page, typed description of the research or production project, including what stage the project is at and what the anticipated outcome of the project will be. In addition, a one-page detailed projected budget listing anticipated or already incurred expenses related to the research or production project (including funding received to date from other sources for the same project) must be submitted with the written proposal. Please utilize the Budget Template, which gives detailed examples of Items that are acceptable for reimbursement (please include all items needed). An insufficient budget may detract from the overall quality of the application. The proposal must also include a Faculty Recommendation **Form for each student named in the proposal** for the project and must be submitted by the faculty directly to the Park School dean's office via email, or printed and placed in a sealed envelope. Finally, a signed copy of the signature page (last page of these guidelines) must be submitted.

Other Requirements of Grant Recipients

Grant recipients are **required to submit a one-page, double-spaced typed report on the outcome of their grant project**, including a narrative of the project, outcomes, and a separate itemized budget sheet showing actual grant expenditures. The report should be submitted to Sandra Lowe, Administrative Coordinator in the Park School of Communications, by Dec 13, 2021. All reports will be kept in a file that will be available, upon request, to faculty and staff for future reference. Failure to submit a final report may affect eligibility for future Pendleton Student Research and Production grants.

Requirements to submit work, with specifics

Acknowledgment of Grant

All projects are required to acknowledge the grant in writing within the credits of the project. If no credits are planned for the project, an acknowledgment must be made in writing within the project. The correct acknowledgment of the grant is as follows: Ithaca College Roy H. Park School of Communications James B. Pendleton Student Research and Production Grant.

Budgetary Guidelines

Pendleton Research and Production Grants are awarded to individuals for items associated with the cost of a project, such as purchasing supplies, products and services. Services can be covered as long as the providers are not employed at Ithaca College.

ORIGINAL DETAILED receipts are required as documentation for all expenses, and recipients must email Sandra Lowe with the receipts upon completion of the project to complete the reimbursement process. Any expenses incurred above and beyond the original grant amount will not be reimbursed. **Any project that varies drastically from the original approved proposal will not receive funding.**

Pendleton Student Research and Production Grants may **NOT** be used for the following purposes:

1. As salary or payment directly to the student recipient
2. To hire undergraduate student assistants
3. To hire other individuals within Ithaca College
4. To pursue advanced degrees
5. To purchase capital equipment (i.e., cameras, light meters, computer hardware, etc.)
6. To purchase software for personal computers
7. To pay for services/items that were not part of the original/approved grant application.
8. Food and/or beverages.
9. To pay for rental car reimbursements if you are NOT an approved IC driver. For more detailed information, please refer to the Risk Management web site: https://www.ithaca.edu/office-risk-management-insurance/driving-college-owned-and-rented-vehicles

Travel is approved at this time, but due to COVID and travel restrictions please check in before making any approved travel plans. Specific questions concerning what can or cannot be funded by Pendleton Research and Production Grants should be addressed to Sandra Lowe, slowe@ithaca.edu.

Grant Review and Selection Process

The Pendleton Grants Committee will review all applications and make final recommendations to Jack Powers, Interim Dean of the Roy H. Park School of Communications. Any more information about what the committee will value in reviewing, such as realistic budgets, may be addressed to the committee chair, Associate Dean Rob Gearhart, rgearhart@ithaca.edu.

SIGNATURE PAGE

James B. Pendleton Student Research and Production Grant Proposal for the Fall 2021 Semester

NOTE: A signed copy of this signature page must accompany your proposal.

I have read, understand and accept the conditions of the award as outlined in the James B. Pendleton Student Research and Production Grant Guidelines. I acknowledge that the submission deadline is Wednesday, October 13, 2021 at 5pm EST.

Print Full Name: _____

Local Address:
_____

Telephone number: _____ E-mail: _____

Signature: _____

Date: _____

Grant Amount Requested (cannot exceed $1,000): $ _____

Fall 2021 Park course that this project is part of (give course number, title, and instructor):

Course number: _____ Title:_____
Instructor: _____

Check all categories below that describe this proposal:

- ☐ **Video Production**
- ☐ **Film Production**
- ☐ **Still Photography**
- ☐ **Research**
- ☐ **Exhibition**
- ☐ **Cinematic Completion**
- ☐ **Photo Completion**
- ☐ **Other (describe briefly):**