

Roy H. Park School of Communications
James B. Pendleton Student Research and Production Grant

Fall 2026

PROPOSAL GUIDELINES

Scope and Eligibility of Grants

The James B. Pendleton Research and Production Grants are open to all full-time students enrolled in the Roy H. Park School of Communications at Ithaca College for completion of projects such as scholarly research, creative and journalistic writing, and producing / finishing media projects that are worthy of exhibition and distribution. 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.

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. **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.

NOTE: Spring 2027 projects cannot be funded through this grant since there is a separate grant process for each semester.

Deadlines & Important Dates

Complete application and proposal package: **Wednesday, October 14, 2026**

Notification of decision to grant recipients: **Wednesday, November 11, 2026**

Grant report with narrative and final expenditures: **Wednesday, December 9, 2026**

Important requirements for all grant proposals—please read closely:

Proposal Package:

A complete proposal package will have all the following emailed to bhawley@ithaca.edu:

1. Signed Signature Page (form is on the website)
2. One-page typed proposal
3. One-page budget proposal (the template and a sample budget are on the website)
4. Completed Faculty Recommendation form that is emailed directly from faculty to Brandy Hawley (form is on the website)

The proposal must include a signed signature page, 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.

A detailed projected budget listing every anticipated major expense related to the research or production project must be submitted with the written proposal. Projected budgets should be itemized, listing specific items and quantities, and include the total project cost – not just the requested amount. Be sure to include all items needed, including already incurred expenses and any funding received to date from other sources for the same project.

Please review the sample budget provided on the website, which gives detailed examples of items that are acceptable and utilize the [Budget Proposal Template](#). An insufficiently detailed budget will detract from the overall quality of the application.

The proposal package must include a [Faculty Recommendation Form](#) for the project and must be submitted by the faculty member to Brandy Hawley. The faculty recommendation needs to be for the person or persons applying for the grant (listed on the signature page).

***Please send files as an email attachment compatible with both Mac and PC (e.g., PDF or Word), with your LAST NAME in the name of each attachment you submit.**

Proposals will be evaluated on the quality of the project, with preference given to well-written and detailed proposals and detailed and realistic budgets. Committees will evaluate the strength of the proposal by considering:

- Cohesiveness and clarity of the proposal
- Feasibility and likelihood of project completion
- Accuracy, detail, specificity, and reasonableness of the budget items
- Relevance of the faculty recommendation
- Overall quality of writing and preparation

NOTE: Any materials submitted in addition to the above stated items (i.e., scripts, DVDs, etc.) will be discarded and not returned.

Budgetary Guidelines

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. To pay for food and/or beverages
9. To pay sales tax (we can only reimburse you only for the total cost of items before sales tax.)
10. To pay for rental car reimbursements if you are NOT an approved IC driver. For more detailed information, please refer to the Risk Management website:
<https://www.ithaca.edu/office-risk-management-insurance/driving-college-owned-and-rentedvehicles-policy/student-driving-undergraduate-graduate-students>

REQUIREMENTS FOR APPROVED GRANTS

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 credit must include the following precise language: “made possible in part by a James B. Pendleton Grant from the Roy H. Park School of Communications at Ithaca College.” Please note that the full name of Mr. Pendleton should always be used when crediting the grant.

Grant recipients are required to submit:

Digital Access

Film and video projects: You must provide digital access to the project (in full, or as an excerpt, trailer, reel, etc.). Please send files to Brandy Hawley no later than Wednesday, December 9, 2026.

Report and Final Budget

- A one-page, double-spaced, typed, 200–300-word report on the outcome of their grant project, including a narrative of the project and outcomes.
- A separate itemized budget sheet reflecting actual grant expenditures. The stipend payment will be for the grant expenditures amount on the final budget, up to the total amount awarded.
- The Pendleton Student Grant Completion form emailed to you with the award notice. The student will send

the form to the faculty member who submitted the Faculty Recommendation form to confirm project completion before the stipend is processed.

The Pendleton Student Grant Completion form (to the faculty member), the narrative report, final budget, and digital access (if applicable) should be submitted to Brandy Hawley at bhawley@ithaca.edu upon completion of the project, or **no later than Wednesday, December 9, 2026**, to complete the stipend process.

Failure to submit a final report & budget may affect eligibility for future Pendleton Student Research and Production grants and forfeit your stipend award. All reports will be kept in a file that will be available, upon request, to faculty and staff for future reference.

STIPEND PAYMENT

Students receiving grant funds will receive a stipend payment and therefore, do not need to submit receipts, although we recommend you save them for your records, as is good practice. This information is not intended as tax advice, and recipients should consult a tax professional regarding their specific circumstances.

Stipends are not considered wages or non-employee compensation when paid to support a training/learning experience. Generally, for US citizens and resident aliens, no Federal Withholding tax will be deducted from stipend payments, although stipends may be taxable to the recipient.

IC Finance Cloud payment process

Students will need to be registered in our supplier system, IC Finance Cloud in order to receive payment. You may already be set up if you have been reimbursed for expenses or received a stipend payment prior to this grant.

Note: This accounts payable system is not the same system as the student employment / payroll system.

After receiving the project's final materials, Brandy will submit your permanent (home) address you provided on the application into the IC finance system to check whether the student is set up, and if not, you'll receive an email invitation with instructions and a link to become a registered supplier in our Oracle Fusion application, where you can add the banking details for electronic funds transfer (EFT), if that's how you prefer to be paid.

***Please send files as an email attachment compatible with both Mac and PC (e.g., PDF or Word), with your last name in the name of each attachment you submit.**

Grant Review and Selection Process

The Pendleton Grants Committee will review all applications and make final recommendations to the Interim Dean of the Roy H. Park School of Communications, Belisa Gonzalez. Additional information about what the committee will value in reviewing, may be addressed to the committee chair, William Ressler at wressler@ithaca.edu.