

Westfield S.M.A.R.T.S. Grant Application

Seed Money for Academic or Research Travel for Students

Westfield State College offers a modest competitive grant program for students who participate in scholarly activities off-campus. These opportunities include attending or presenting at academic conferences or workshops; participating in off-campus research projects; or engaging in service learning directly related to an academic program or purpose. Up to \$500.00 in reimbursements for expenses per student may be awarded until the total fund is expended. Applications are accepted on a rolling basis throughout the academic year; therefore, grants are awarded on a “first come, first served” basis. **In order to ensure support in a variety of disciplines and programs, no more than three Westfield students will be eligible for SMARTS support for any one event or activity.**

Students complete this application **in their own words** and obtain a **faculty recommendation**. **The faculty sponsor completes a separate form which is also submitted to the Undergraduate Dean.** The student is responsible for timely submission of all materials.

- Undergraduate students matriculated at Westfield State College are eligible to apply.
- Because Westfield regards completing the S.M.A.R.T.S. application as part of the learning experience, each application **must** be written in an individual student’s own words. “Group” applications, duplicate applications, or applications completed by a faculty member are not eligible for consideration.
- Applications must be submitted to the Dean of Undergraduate Study at least **one month prior to the activity date** if travel is within the United States. For travel abroad, applications must be submitted two months in advance of the activity.
- Only one award per student will be granted per academic year. With the approval of an involved faculty member, a student may submit an application for a second SMARTS award in a subsequent year of undergraduate study. To allow for broad participation, students will not be awarded more than two grants from this fund during their Westfield State College careers.
- SMARTS funding may **not** be used for participation in J-term or Short Term courses, or other forms of study abroad; for tuition for courses taken at other colleges or universities; or for extracurricular activities (i.e., those activities initiated through non-academic clubs, organizations, or varsity athletics). SMARTS funding is not available to faculty or staff.
- Within one month after the travel experience, students must submit a one-page summary about the activity to the Undergraduate Dean.
- The grant is contingent upon evidence of participation: in order to be reimbursed after completing the activity, students **must keep all receipts** and submit them to the Dean.
- Applications are evaluated on the basis of clarity, quality, and originality of proposal; level of engagement (is the student presenting?); uniqueness of opportunity; potential impact on student’s career and academic department or program; strength of faculty endorsement; and professional formatting of application.

Please submit the TYPED form to DR. MARSHA MAROTTA, DEAN OF UNDERGRADUATE STUDIES, PARENZO HALL, ROOM G, AT LEAST ONE MONTH PRIOR to traveling for your particular activity. Please e-mail mmarotta@wsc.ma.edu if you have any questions.

Thank you for your interest in widening your academic horizons through SMARTS!

APPLICATION -- MUST BE TYPED

Date of application: _____ Student I.D.: _____
Student Name: _____First-year _____Sophomore _____Junior_____Senior

Phone: _____ E-mail: _____

Mailing address: _____

Recommending faculty member: _____ Ext.: _____

Date(s) of proposed travel/activity: _____

Title of your project (your presentation or research): _____

Name of activity or program (conference or organization): _____

Location of activity or program: _____

The program and your role:

Describe the program or research activity:

Are you presenting a paper or your own research? _____ Yes _____ No

If yes, was the presenter selection process competitive or "juried"? _____Yes _____No

Are you participating as part of a class, group, society, or club? Yes: _____ No

Is the program related to an academic department at Westfield? Yes: _____ No

Is an advisor accompanying you? _____Yes _____No

Name(s) of accompany faculty member/advisor (if applicable): _____

Is the program related to an off-campus organization? Yes: _____ No

Describe why and how this experience will enhance your academic program, help you achieve your goals, and benefit your department or discipline.

Amount of money requested: _____ Total cost of participation (per individual): _____

Please check all categories of expenditures that the SMARTS grant will cover:
____transportation ____registration ____accommodations ____materials ____other:

If the amount of your request is different from the total cost, will you apply for additional sources of funding? If so, what sources? _____

Student signature _____

Please submit the TYPED form to DR. MARSHA MAROTTA, DEAN OF UNDERGRADUATE STUDIES, PARENZO HALL, ROOM G, AT LEAST ONE MONTH PRIOR to traveling for your particular activity. Please e-mail mmarotta@wsc.ma.edu if you have any questions.

EVALUATION

To be completed by the SMARTS evaluation committee only.

Student name:

Student I.D.:

Date application received:

Date faculty recommendation received:

Date of review:

_____ Award granted – amount: \$ _____

_____ Award not granted

Date student notified:

Student notified by:

Evaluators' notes: