

Name:

## **Student Professional Development Fund APPLICATION**

The Ringling College Student Professional Development Fund provides merit-based assistance to undergraduate students in support of original work, including research projects and/or production of an existing project that is directly linked to their senior thesis project and thesis work.

The selection process is open to students in their senior year and priority will be given to students seeking support for a senior thesis/project and show academic excellence.

The Student Professional Development Fund was created to encourage students to engage in independent inquiry, creative endeavors and scholarship. Professional Development Fund reimbursements have a \$1,000. cap, but can be combined with funding from other sources. The fund cannot be used to pay wages to the grantee or hire workers that cannot supply a business invoice with an Employer Identification Number (EIN) tax ID.

Valid expenses with detailed receipt proof may be reimbursed up to the awarded limit per individual.

Funding may include project-related expenses for production supplies, equipment purchase or rental, travel directly related to the project, and other valid project expenses.

Upon completion of the supported project, the recipient will be required to submit a digital copy of the completed project to the Office of the Dean of Undergraduate Studies. Recipients may also be asked to publicly present on their project results.

For information about objectives, eligibility, guidelines, restrictions, selection process, and due dates please consult the [guidelines](#).

Name:

Date:

Student ID:

Student Email:

Student phone #:

International Student: Yes      No

Faculty Sponsor (Instructor of Record for the course linked to this project):

Current GPA (from PowerCampus):

Title of Project:

Name:

Is International Travel Involved?    Yes:                    No:

If Yes, Approval is required by Amy Pettengill, Director of International Student Affairs, Goldstein Library, Room 219:

\_\_\_\_\_  
Director of International Student Affairs signature

Total amount of funds being requested: \$

Would you accept partial funding?    Yes:                    Amount: \$                    No:

Do you have other funding resources?    Yes:                    Amount: \$                    No:

If yes, please describe:

1. In 50 words or less, describe your proposed project.

Name:

2. In 250 words or less, present your detailed proposal which includes the following topics:
  - Objectives;
  - Approach to the proposed activity; and,
  - Relevance to your educational goals.

3. What is the timetable for this project from start to completion?

Name:

4. Will your project require the purchase of equipment? If so, please line item, describe and justify the need.

*(Note: **Ringling College will retain ownership of any equipment purchased.**)*

5. If you have previously received funding from the Student Professional Development Fund, indicate fund amount and provide the date(s) and title of the project(s).

Amount funded: \$

Date(s):

Title of project(s):

Name:

## BUDGET

**(PLEASE ROUND ALL FIGURES TO THE NEAREST \$)**

BUDGET REQUEST		
Expense	Calculations	Estimated Cost
Supplies – Attach list of items needed		\$
Travel		\$
Lodging	# of nights _____ x Cost per night _____	\$
Meals (Original, detailed receipts are required; \$40 per day may be used to estimate expenses)	# of days _____ x Estimate per day _____ \$40.00	\$
Personal Vehicle Mileage	# of miles _____ X \$0.54/per mile	\$
Other		\$
Equipment Purchase or Rental (see #4, page 4)		\$
Payment for Services*		\$
Total Estimated Cost		\$

**(PLEASE ROUND ALL FIGURES TO THE NEAREST \$)**

\*Services must be completed by a corporation. A W-9 that includes the service providers IRS issued Employer Identification Number (EIN) should accompany this application.

Expenses Not Allowed: Vehicle rental, Independent Contractor Agreements (ICAs), wages, gift cards, prizes, awards, alcohol, tobacco products, AIRBNB/Homeaway, and any items that will be kept for personal use.

Name:

**STATEMENT OF ENDORSEMENT BY FACULTY SPONSOR  
(Instructor of Record for the Class)**

Name of Faculty Sponsor:

*Faculty Sponsor must complete the following:*

1. The project will support the applicant's credit-based work by:

I have discussed the proposed project with the applicant:

Faculty Sponsor Signature: \_\_\_\_\_ Date:

I have reviewed Faculty Sponsor's Endorsement:

Department Head/Program Director Signature: \_\_\_\_\_ Date: