

# Application Process/ Funding Guidelines

## → SAAB Grants

Every year, the Student Academic Affairs Board (SAAB) is allocated a portion of your student fees that it then uses to fund peer academic tutoring and several grant programs. This sheet will explain the who, what, where, when, why, and how of the grant programs and help you with your application.

### Who? ←

- Registered full-time members (at least 12 credit hours) of the Associated Students of Lewis & Clark (ASLC) may apply. Applicants may be required to show proof of enrollment. If you are on a leave of absence, please contact the VP for SAA.
- Applicants must be in good academic standing (2.0 GPA or above) at the time of application.
- Grantees must complete their projects before leaving or graduating from the College.
- Projects shall be academic in nature. Chartered student groups may not apply.
- SAAB is one of ASLC's two funding bodies. Applicants may choose to either go to SAAB or GAB but not both.

### What? ←

- **Program & Conference grants:** SAAB supports students who are participating in or presenting at outside educational conferences or programs that aid study or present research conducted either alone or in collaboration with professors. These conferences and programs need not directly apply to your academic pursuits, but your attendance should somehow benefit Lewis & Clark academically. SAAB facilitates student attendance at such programs and conferences in hopes that participants will return with information and experience that will enrich current curriculum and campus-wide issues. Student presenters, research assistants, lab technicians, or those wishing to explore more thoroughly their discipline may apply. However, applicants may not receive credit for their attendance. Costs may include registration, transportation, meals, lodging, and other necessities. Students not actively involved in the programs and conference (i.e., presenting) must share their experiences with the

LC community through roundtable discussions, performances, brown bag lunches, etc.

- **Equipment requests:** SAAB has accumulated equipment over the years, and we make it available for extended student use. Much of this equipment is also available for 24-hour checkout in various departments. Such equipment may be used for academic projects such as research, senior capstone/keystone projects, performances, conferences, etc. Students need not apply for a grant to request SAAB equipment. The equipment list is posted next to the SAAB office.
- **Arts Expression grants:** Students who are performing or displaying work on campus may apply for SAAB grants. Such projects may include but are not limited to independent performance projects, recitals, art shows, or senior capstone projects. These projects must be related to academic endeavors. Such projects benefit the LC community by showcasing the wealth of talent shared by our fellow students. Costs may include materials, equipment, labor services (for performers, photo developing, etc.), and other costs related to performances/displays.
- **Research grants:** SAAB also funds student-motivated research and academic projects. These may include but are not limited to independent study projects, senior theses, and senior capstone/keystone projects. The research program is primarily concerned that the research is student-motivated; the role of faculty should be solely advisory. Offshoot projects will be reviewed as they arise. SAAB prefers projects that somehow enhance LC's academic community or otherwise give back to the community. Applicants may not receive credit for off-campus research not associated with Lewis & Clark. Costs may include travel, meals, lodging, services, equipment/books, and expendables. Recipients are required to present the results of their research in some sort of open forum to the campus.
- **Visiting Scholar grants:** SAAB supports students who invite visiting scholars or professionals to campus who will add both depth and perspective to existing courses, programs, and issues and Lewis & Clark. Such programs may take the form of seminars, tutorials, public lectures, performances, and/or workshops. Priority is given to scholars who can lecture, visit classes, meet with students on an informal basis, contribute to a lacking part of the curriculum, or have broad appeal. Costs may include travel, meals, lodging, services, honorariums, and informal receptions. Yearly events and regular symposia are not funded.



## Where?

- If you found this sheet, you probably know that the SAAB office is located in Templeton Student Center by the Information Desk. This is where you pick up and turn in applications and equipment requests. You may give applications to the Vice President for Student Academic Affairs (VP for SAA) or shove them under the door.
- SAAB is also on the web! Visit us at <http://www.lclark.edu/~aslc/saab> for applications. a roster. rules of procedure. and other information.

- Each department has the name and contact information of your SAAB representative.

## When?

- Program & Conference and Visiting Scholar grant applications and equipment requests not included in research or fine arts expression grants are awarded on a rolling basis. They are generally due a week academic days before weekly meetings. The exact deadline will be posted near the applications. The VP for SAA will e-mail you with the time and location of meetings.
- Fine Arts Expression grant applications are due between the 6<sup>th</sup> and 10<sup>th</sup> academic weeks of the semester. The exact deadline will be posted. The review meetings are held on weekends. The VP for SAA will e-mail you the exact time and location.
- Research grant applications are due between the 10<sup>th</sup> and 12<sup>th</sup> academic weeks of the semester. The exact deadline will be posted. The review meetings are held on weekends. The VP for SAA will e-mail you the exact time and location.

## Why?

- By offering grants paid for by student fees, SAAB hopes to enrich the academic environment here at Lewis & Clark. SAAB-funded projects contribute to the LC community by furthering research, showcasing student talent, adding depth and perspective to existing courses, programs, and issues, and contributing to the college curriculum. What more reason could you need than that?

## How?

- First, pick up and complete an application. They are found on the wall near the SAAB office. Remember, we probably do not know about your project nor will we understand all of its nuances, so describe it fully while still not bogging us down with details. Discuss your application with your SAAB representative (the roster is also posted near the office) and your faculty advisor. You may also wish to consult with the VP during posted office hours. SAAB also has equipment that you may borrow. An equipment list and request forms can be found near the applications. If requesting SAAB equipment is a part of your grant application, you need not fill out an equipment request; merely include the request in your application. Equipment purchased with SAAB funds is the property of SAAB unless otherwise stated.
- Next, have two SAAB members (which may include the VP) review and sign your application. They will comment on your application. You are not obligated to accept their changes, but their advice is very useful. Make sure that you get all of the other required signatures as well! These include your faculty

