**Guidelines and Instructions for Kirbo Grant Applications**

The annual scholarship awards up to $1,250 to Berry College students to support projects related to the student's academic research or growth experiences such as study abroad, internships, or artistic endeavors.

**Eligibility** **Criteria** Students who meet the following criteria are invited to apply:

* Full time student status
* GPA of 3.0 or higher
* Evidence of volunteering and/or work ethic
* Completion of 24 credit hours at Berry
* Endorsement of a faculty sponsor

**Application Checklist** Applicants must submit all of the following by the due date:

* Completed student application
* Current resume/vita
* Faculty Letter of Support
* All applications must be typed

**Faculty Letter of Support**

1. The faculty letter of support should be submitted from a full-time faculty member from the discipline/area to be researched.
2. Faculty Letters should comment on:

* The feasibility of the proposed project and the estimated time required to complete the project.
* The significance of the work, i.e., why this proposal would be a good Kirbo Scholars Project.
* Why this particular student would make a good Kirbo Scholar, i.e., highlight qualities like the students’ maturity, perseverance, and motivation.
* Faculty mentors must be able to demonstrate their ability to successfully mentor a student in an extraordinary way beyond the expected role of faculty advisor. Discuss your level of involvement in this project and previous successes with undergraduates (e.g., publications with undergraduate co-authors, presentations, other creative endeavors).

**Other Information**

* Students selected for the Kirbo Scholarship must present their work at the Berry Student Scholarship Symposium in the Spring following completion of their project, but prior to the student’s graduation.
* Students who are awarded the title of “Kirbo Scholar” will have their name added to the Kirbo Scholarship plaque and will have his/her project displayed on campus.
* If applicable, all projects must be in compliance with Berry College's policy on Human Subjects Research and Institutional Animal Care and Use.
* Equipment or material purchased with scholarship funds is the property of Berry College.
* All funds must be spent and expense vouchers submitted by the project’s end date as outlined in the award letter. If a reasonable expense falls outside of the one year grant period, the applicant may request an extension of the award period in the initial application. If an extension of grant funds becomes necessary during the one year time frame, the applicant may contact the Chair of the Council of Student Scholarship in writing to ask for an extension of the award period. This request must be submitted at least one month before the project’s end date.
* Students must submit a report at the end of their project to the Provost’s office.

**Printing Instructions**: Please do **not** print double sided and do **not** staple.

By signing below, I agree that I have read and understand the above guidelines and will follow them.

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Student Signature Date Mentor Signature Date



**Office Use Only:**Funded: Yes No  
Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Kirbo Scholar Application**

Deadline: April 18, 2019 by 5 p.m.

**Student Information**

Name of student:  Student ID number: 

Campus Box:  Email address: 

Current Academic Class (Freshman, Sophomore, Junior): 

Total credit hours completed at Berry: 

Current GPA:  Current Berry GPA (if different): 

**Faculty Mentor Information**

Name of Faculty Mentor:  Department: 

Campus Box:  Email address: 

**Project Information**

**Title of project**: 

**Total Amount Requested for the Project**: (Max $1,250) 

**Abstract**:

Provide a brief, non-technical summary of the research project or creative endeavor that addresses the project’s background/significance, project objectives, methods, and anticipated outcomes. Include a statement of how the proposed work makes an original intellectual or creative contribution to the discipline. (Limit 1400 characters)



**Project Description**:

Please attach a detailed description of the research project or creative endeavor that includes the following sections: (1) **Introduction**: Describe the background/significance of the project, project objectives, and how the proposed work makes an original intellectual or creative contribution to the discipline. Include relevant citations that place your project in context. (2) **Methods**: Describe the research plan, methods, and timeline for the project. Keep in mind you have one year to spend the awarded funds. (3) **Anticipated Outcomes**: Briefly describe the anticipated outcomes, the intellectual impact of your research project or creative endeavor, and state how you plan to disseminate your work. Limit your project description to 2-3 pages, including any necessary figures and references.

If the project requires a research clearance, has it been obtained?

YES (select committee)

IRB (Human Subjects Research) Protocol No. 

IACUC (Vertebrate Animal Research) Protocol No. 

Education Land Management Approval No. 

No, appropriate forms have been submitted

Have you received any other funding? If yes, please check which one you received.

Richards Scholar Award  Richards Undergraduate Research Support Grant

Synovus Sophomore Award  Student Research and Development Funds

**Budget**

Provide a short justification for the budget outlined below. Please keep in mind you have one year to spend the awarded funds. Funding may be used for conference travel. If funding for conference or research-related travel is requested, make sure to justify the importance/purpose of the travel. **In addition,** **attach copies of documentation used to construct your budget to this application** (screenshots are acceptable). Grants submitted without budgetary documentation will not be considered.

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**BUDGET**

|  |  |
| --- | --- |
| Item | Cost |
| **Materials and Supplies** (itemize) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Subtotal Materials and Supplies: |  |
|  |  |
| **Travel** |  |
| Transportation |  |
| Lodging: nights at per night |  |
| Meals: days at  Per day |  |
| Subtotal travel: |  |
|  |  |
| **Equipment** (Itemize) |  |
|  |  |
|  |  |
| Subtotal equipment: |  |
|  |  |
| **Registration Fee** (please describe) |  |
|  |  |
| Subtotal registration fees: |  |
|  |  |
| **Other** (itemize) |  |
|  |  |
|  |  |
|  |  |
| Subtotal other: |  |
| **TOTAL PROJECT COST:** |  |

Attach copies of documentation used to construct your budget.

**Student must attach a current résumé as part of the application; please make sure to include work experience and volunteering activities.**