

The Drue Cortell Gensler '57 Research Fund (for Senior Work) *rev. 6/5/19*

Overview: The Drue Cortell Gensler '57 Research Fund is designed to support research expenses associated with senior work undertaken by GSFS majors. The maximum reimbursement is \$1,500 (international travel) and \$800 (domestic travel). Expenses are reimbursed or charged directly and must occur after your application is submitted.

Deadlines: Oct. 1, Jan 26 or April 15 deadlines (for Fall, Spring and Summer travel respectively).

Selection Eligible projects need to be part of a senior project (either one-semester essay or two-semester thesis). Funding will be awarded on the basis of the quality of the application and the availability of funds. Priority will be given to applicants who have sought out and applied for funding from other sources, such as the Undergraduate Research Office (URO).

Faculty Endorsement: Students must have a statement of support from the faculty advisor for the project and be enrolled in the appropriate senior work course (GSFS 0700 or 0710) during the relevant semester(s) of work.

Project Description: Describe in less than 750 words the senior research for which you seek support. Explain how your past academic work prepared you to implement this project. It is expected you will have researched the specifics for your project and incorporated adequate time to address any issues (such as IRB or travel visa approval) into your project timeline. In addition, include a bibliography. Submit all the materials to gfsprogram@middlebury.edu

Human Subjects: If your research involves human subjects, such as interviewing or testing, please consult with your advisor if your project should be reviewed the Institutional Review Board. See go/irb for more information.

International Travel: If your research involves international travel, you need to confirm there are no special travel considerations for you or for your destination such as: application for a travel visa, health advisories, travel restrictions, or passport status requirements. Global Ops (go/globalops) has a student pre-departure checklist under *Traveling with or Sponsoring Students Aboard*.

Budget Details: Provide a brief description, along with an itemized budget, of the expenses associated with this project (travel, supplies, etc.). Indicate total project cost (not just items from which you are applying for GSFS support). Please review the Undergraduate Research Office website for approved expenses list and tax information. Expenses occurring prior to the application submission will not be funded.

Funding notification will be emailed by mid-October, early February or early May.

Reimbursement: Reimbursements for expenses incurred require receipts and a completed reimbursement summary form. This form should be checked and signed by your adviser and submitted to the GSFS Academic Coordinator. You will only be reimbursed for activities that were approved in your application. Reimbursements generally take 2-3 weeks to receive payment.

Direct Charges: Materials can often be ordered directly through your department coordinator and travel can be arranged through Accent Travel.

The deadline for submitting reimbursements for projects in academic year 19-20 is May 15, 2020. Reimbursements take 2-3 weeks so if you are leaving campus or closing your bank account due to graduation, please plan accordingly.