

***SGA***  
***Distinguished Student***  
***Research Grant Program***

**I. Requirements for receiving a grant**

- A. Attendance at a national or regional conference to present a paper either authored alone or co-authored with a member of the Messiah College faculty.
- B. Accompaniment of a member of the Messiah College faculty at the conference.
- C. Approval of the chair of the academic department in which the student is majoring.
- D. Completion of the application form, including the cost worksheet. Application is detailed in Section V.
- E. Participation in an on campus presentation of the paper. (details below)

**II. Amount of grants**

- A. All grants will be awarded in an amount equal to fifty percent of the anticipated cost of the conference as detailed in the completed cost worksheet, with a maximum grant of three hundred dollars.
- B. The total dollar amount of grants given out in a single school year shall not exceed three thousand dollars.
- C. If a grant request is received which would cause the total grants given for the year to exceed three thousand dollars, the grant shall be awarded in an amount equal to the difference between three thousand dollars and the amount previously awarded.

### **III. Procedure for awarding a grant**

- A. The applicant shall complete the application form detailed on the last two pages of this manual.
- B. The applicant shall then submit the application to the Vice President of Educational Programs, who shall verify that application has been properly filled out, approve the application, and submit it to the Vice President of Finance.
- C. The Vice President of Finance shall approve the proposed cost for the conference based on the completed cost worksheet in the application. Upon approval, he or she shall make a transfer for the amount of the grant, as determined from the parameters outlined in II, from the grant program account to the appropriate account within the department the member faculty is in.
- D. A copy of the transfer form shall be given to the student so that they may present it to the department chair as verification that they have received the grant.

### **IV. Procedure for on-campus presentation of papers**

- A. Any student who receives a grant during an academic year will be expected to present their paper in a reception which will be held during Koinonia week in the Spring semester of that academic year.
- B. Students who receive grants in the Fall semester and are unable to present at the Koinonia week reception in the spring due to December graduation or Spring semester off-campus study will present their papers in a smaller reception which will be held in the last month of the Fall Semester.
- C. The Academic Affairs Committee of the Student Forum, in conjunction with the Vice President of Communications and the Vice President of Educational Programs, will be responsible for planning, publicizing, and running each reception.

### **V. Changes to the program**

- A. The Academic Affairs Committee, in conjunction with the Finance Committee, will be responsible for reviewing the program and recommending any changes to the Student Forum.
- B. Any changes to the guidelines for the program outlined in this document must be approved by a majority vote of the Student Forum.
- C. Changes in the monetary amount per grant or the total amount to be given out during the year must also be reconciled with any language in the SGA Financial Policy which references them.

***Application for SGA Distinguished Student Research Grant***  
***(Submit completed application to SGA Vice President of Educational Programs)***

Presenter Name: \_\_\_\_\_

Accompanying Professor: \_\_\_\_\_

Name of conference: \_\_\_\_\_

Location of conference: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_

**Signatures:**

Student: \_\_\_\_\_

Accompanying faculty: \_\_\_\_\_

Department chair: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

SGA Approval:

VP of Finance: \_\_\_\_\_

VP of Educational Programs: \_\_\_\_\_

ESTIMATED EXPENSE WORKSHEET

Food \_\_\_\_\_ meals x \$10= \_\_\_\_\_

Housing \_\_\_\_\_ nights x \$\_\_\_\_\_ per night = \_\_\_\_\_(max \$75/night)

Transportation \_\_\_\_\_ miles x \$.35/# people going = \_\_\_\_\_

Registration Fee \_\_\_\_\_

Misc. \_\_\_\_\_ Please describe in space below

Total \_\_\_\_\_