UNDERGRADUATE GRANT-IN-AID IN HISTORY

The History Department has a fund to help reimburse expenses for travel, photocopying, and other approved research activities incurred by undergraduates enrolled in 400-level history courses or in the History Department Honors Program or by special permission.

Deadline: Friday, March 6, 2009

APPLICATION FORMS ARE AVAILABLE IN THE HISTORY DEPARTMENT’S MAIN OFFICE
NAU Department of History
UNDERGRADUATE GRANT-IN-AID IN HISTORY
Application

The History Department has a modest fund to help reimburse expenses for travel, photocopying, and other approved research activities incurred by undergraduates enrolled in 400-level history courses or in the History Department Honors Program or by special permission. Applicants must work with a faculty project advisor who will most likely be the course instructor or honors project advisor.

Deadline: Friday, March 6, 2009

TO APPLY:

1) Complete this application form.
2) Accompany the application with a letter of support from the project advisor.
3) Put documents 1) and 2) in an envelope addressed to Prof. Ana Varela-Lago and deliver the envelope to the History Department office, or send the documents as email attachments to: Ana.Varela@nau.edu
4) Submit a 1-2 page follow-up report within one month of incurring the approved expenses describing how the funds were spent and how they contributed to the project.

Name _____________________________________ NAU ID # _______________________

Email ___________________________ Phone ___________________________

Street address _____________________________________________________________

Project advisor ___________________________________________________________

Project Title _____________________________________________________________

Please describe the project for which you seek support, explaining how the requested funds are necessary to the completion of your project.
Budget Worksheet:

Travel:

From: ____________________________

To: ____________________________

Mileage: _____________ x. 44.5 cents per mile = ________________ requested.

(Use Mapquest to calculate miles).

Photocopying:

Number of pages ______ x. 10 cents per page = ________________ requested.

Other research expenses:

Describe and justify: ____________________________

= ________________ requested.

Total requested = ________________

OFFICE USE ONLY

APPROVED AMOUNT $ ________________ by ____________________________ (signature)

date ________________

Notes: ____________________________
UNDERGRADUATE GRANT-IN-AID IN HISTORY
Follow-up Report

Name __________________________

Project Title __________________________

for funds approved by the Undergraduate Committee on (date) __________________________

Please describe how the funds were spent and how they contributed to your project.

Student’s Signature __________________________ Date ________________

Project Advisor’s Signature __________________________ Date ________________

UGC Chair’s Signature __________________________ Date ________________