Student Academic Grant (SAG)
Information Packet

Purpose: SAG awards are provided by the Dean of Students in partnership with the Office of the Provost to support student-initiated extracurricular activities with an academic focus.

Within this packet you will find the following information:
- Types of SAG Awards
- Selection Criteria
- Application Link

Types of SAG Awards / Grants

There are three types of academic grants that can be awarded. All three types of grant applications require that you identify and obtain the signature of the faculty mentor/advisor who will sponsor the activity. In your application, you are asked to classify your needs according to the following definitions:

1. **Conference**
   This type of grant is intended for current students who will be presenting their work at a conference, with preference in funding to students in this order: (a) giving a talk, (b) presenting a poster, and (c) participating in the conference in another capacity. Conferences are by far the most common type of SAG and the category most often funded.

2. **Independent Study / Research**
   These grants are generally awarded for semester-long research projects. The project may be part of a faculty member's research program or a completely independent project (student-designed with faculty input) that the faculty member has agreed to mentor. Applicants must demonstrate their need for funding beyond what their faculty mentor has available. This necessitates a letter/email from the faculty mentor explaining the need for additional funds.

3. **Eureka** (Off-cycle requests)
   Seed funding is available to students to stimulate and facilitate innovative research and educational initiatives. Novel approaches that promote collaboration and diversity of perspectives with an opportunity for new capabilities are encouraged. Eligible activities include research projects related to academic activities, implementation of ideas to improve institutional processes, course development initiatives, and intellectual vitality efforts that expand the overall knowledge base of the community. As these unforeseen opportunities may arise outside of the regular application review period, a portion of the yearly budget will be set aside to fund meritorious Eureka applications. Eureka requests may also include conference opportunities that arise after the deadline. *These grants are not for students who simply missed the application deadline.*

Eligibility Criteria
   Students must:
- Be in good academic standing i.e. not on academic probation
- Meet all required elements of final reflection to be eligible for subsequent year grants.
- For conference awards: Be presenting a paper, poster or other active engagement. SAG awards are not available for attendance only.

We may work with you to see if alternate funding sources are available. If you have additional questions, please speak with your project advisor.

Document Requirements

1.   Application

All academic grant applicants must complete the application using the following Microsoft Form: https://forms.office.com/r/tiPxTHN9yZ in addition to the information listed under "Required Documentation Checklist" in full by the announced deadline. Please carefully review the "Selection Criteria" and "Important Information" listed below when preparing your application.

2.   Final Reflection

If you received SAG grant funding, you are required to submit a detailed final reflection within two weeks of completing your conference, travel, or project. The reflection can be completed individually or with your group.

Reflection Requirements:
- Can be a substantive written reflection, vlog, or PowerPoint presentation
- Must demonstrate the work that went into your submission and SAG-funded activity
- Must include reflection on how this grant supported you and your experience

Submission:
- Submit to both Student Affairs and the Selection Committee using the Microsoft Form: SAG Reflection Submission
- Important: You will not be considered for future grants without submitting this reflection

Deadline: Two weeks after completion of your SAG-funded activity

The final reflection will be made available to the Olin community via the Olin Library Phoenix Files. All awardees are asked to upload their files using the following Microsoft Form: https://forms.office.com/r/H6WZiNE50h

3.   Reimbursement Requests

Original itemized receipts of purchase are required for reimbursement. All receipts for flight or train expenses must show ticket class (which should be economy or similar depending on the carrier). All reimbursement requests must be submitted to Christina Thompson in StAR (cthompson@olin.edu) within two weeks of the purchase/expenses. Please note that if multiple students will be reimbursed for a SAG award, the team should collect all reimbursement requests, confirm they are within the total amount awarded, and submit to Christina as a complete package.

Deadline

The posted application deadlines will be announced at the start of each semester.

Except in unusually pressing circumstances, all applications are reviewed as a batch soon after the application deadline. Any applications received after the deadline are unlikely to receive funding because the Committee has a limited amount of money allocated for distribution of grant funding each semester. Exceptions are described above in the "Eureka" SAG category.

The Committee will meet shortly after the application deadline to review all proposals and determine funding levels. If a student or group has not met all the Screening Criteria (below), the proposal will not be forwarded to the Committee for consideration at that time. The Selection Criteria assists the Committee in determining if the proposal is fundable.

Screening Criteria

1. *Olin Student Participation*
     Applicants must be currently enrolled Olin students.

2. *Academic Standing*
     Participating Olin students must be in good academic standing. Students in good standing may continue to apply even though others on the grant may not be eligible to continue.

3. *Past Performance*
     Participating Olin students must have completed all reporting requirements for prior awards.

4. *Completeness*
     Proposals must be completed to the satisfaction of the Committee.

Proposal Review and Selection Criteria

1. *Proposal Quality*
Consideration is given to the clarity, thoroughness, and feasibility of the proposed activities.

2. *Academic Merit*
Consideration is given to the intellectual merit of the activity and the benefit to the applicants.

3. *College Welfare*
Consideration is given to the benefit to consistency with the mission of, and reflection upon the College.

4. *Use of Resources*
Consideration is given to the resources required to complete the proposed activities relative to the resources available and to the proportionality of the costs to the benefits. Evidence of good stewardship of SAG resources – for example, the inclusion of a detailed budget that demonstrates efforts to minimize costs and optimize resources – will positively reflect on the application.

5. *College Policies*
Proposed activities are checked to be consistent with the operational policies of the college, including safety, purchasing, and facilities policies.

Important Information

1. Space

If you are participating in an activity on campus, you will need to identify space in which this activity will occur. If it will be in an Academic space that is not a faculty member's research space, you may need to seek permission from Space Force (space-force@olin.edu). If you plan to conduct the activity in the Residence Hall, you will need to seek permission from the Office of Residence Life.

2. Budget

As you prepare your budget, please keep in mind that the funding for this program has limits. The committee typically has approximately $30,000 to distribute for the entire year and always receives requests for much more than that amount. Your budget proposal should **justify and clarify your budget needs**. Explain reasons for travel and how you arrived at flight and lodging expense estimates (include screenshots of flight searches and hotel websites for costs). Requests for lodging reimbursement are limited to two nights, even if the event is for a longer period, and room-sharing is expected. Allowable travel expenses are generally limited to conference and transportation fees. Meals, transportation to/from airports, and hotel internet charges are excluded. To enable funding of the greatest number of applications, your request may be considered at a reduced funding level. Therefore, we ask that you include a statement indicating whether you will still be able to conduct your activity if partial funding is awarded. Include estimates, when applicable, of all items to be purchased and their relevance to the project. If materials or equipment are purchased, Olin will generally own them following completion of the project. Please indicate where they will be located after the project is finished. Additionally, please list any additional sources of funding that may support your proposal.

3. Examples of Final Reflections

Examples of final reflections are available in the Library Phoenix Files.

4. Travel

If you are traveling to a conference or event, you MUST submit the Travel Authorization and Indemnity Form.