

Honors College Academic Enrichment Fund

Section I: Application Instructions

The Honors College Academic Enrichment Fund (HCAEF) is intended to provide financial support to Honors Scholars seeking to participate in scholarly activities related to their academic interests or to aid in the completion of their Honors thesis. This grant is available only to University at Buffalo students who are in good standing in the Honors College, including making satisfactory progress towards the completion of their Honors curriculum. The typical award amount is \$500; however students are welcome to make a case for funding beyond this amount, if warranted. Applications are accepted on a rolling basis and typically are reviewed at the end of each month by the Honors College. Only applications that follow the instructions below and are submitted in their entirety to Allison Suflita at asuflita@buffalo.edu will be considered for funding.

Examples of funded activities include but are not limited to: Presenting at or attending conferences, field school participation, dance intensives, copies needed to gather data during the thesis process (i.e. surveys, questionnaires), presentation materials (poster printing, etc.).

Students engaged in a research project needing funds to set-up or execute their project should apply for the [Honors College Research and Creativity Fund](#) or for a [CURCA grant](#). Students seeking funding for any study abroad opportunity should apply for the [Honors College International Study Scholarship](#).

Funding Notes:

Financial need will be a primary consideration for applicants seeking funds to defray a special winter session domestic opportunity (any international opportunity funding requests must use the International Study Scholarship application). Winter session applicants must attach proof of Pell/TAP eligibility. Applicants who are neither Pell nor TAP eligible must present alternate documentation that demonstrates financial need. Financial Aid will be notified of all awards in which a student receives direct funds. In the unlikely event that this award will affect a student's financial aid, the student will be contacted directly. For thesis related requests, students must have their thesis proposal submitted and approved prior to requesting funds.

Students who previously received Academic Enrichment Funding may reapply if requesting funding for a different opportunity; however the committee will take this into consideration when reviewing the applicant for additional funding.

Please note: All awards received by a student must be reported to the Office of Financial Aid. You will be notified if this award impacts your eligibility for other types of financial assistance. In most cases, your financial aid eligibility will remain unchanged due to the expenses associated with your research.

A completed application must contain the following parts:

- PART 1: Personal Information
- PART 2: Impact
- PART 3: Indication of Support (use accompanying form)
- PART 4: Budget (use accompanying form)
- PART 5: Supporting documentation that may help support your application for funding.
- PART 6: W-9

Submit the completed application (with original signatures) to: Allison Suflita, University Honors College, 106 Capen Hall
Buffalo, NY 14260-1670

Section II: Application

Part 1: Personal Information

Student Name: _____ Person Number: _____

Email Address: _____@buffalo.edu Telephone: _____

Class Year (FR/SO/etc.): _____ Expected Graduation Date: _____

Academic Discipline Affiliated with the Activity: _____

Activity: _____ Location of Activity: _____ Dates: _____

Total Amount of Money Being Requested: _____

Are you a U.S. citizen (Y/N)? _____

Part 2: Impact

Write a 3 to 4 page persuasive statement to support your funding request.

1. Describe this experience and explain how it fits in with your academics, career goals, and/or overall educational experience.
2. How does this opportunity complement or enhance your classroom experience?
3. Why should the Honors College support you in this endeavour?
4. If the Honors College provides funding for your request, how will you share what you learned from this opportunity with the Honors College or broader university community?

Part 3: Indication of Support from Faculty Mentor or Advisor

Applications will not be considered without some kind of correspondence in either paper or electronic form from the faculty advisor/mentor. In addition to having your faculty advisor/mentor sign off on this form to indicate their support of your funding request, applicants are encouraged to strengthen their application with a faculty letter of support.

Name: _____ Title: _____

Department: _____ Institution: _____

Signature: _____ Email: _____

Part 4: Budget Form

Please use this form or attach a spreadsheet that follows the same format and content included below.

Section A: Summarize all project related expenses (including dollar estimates) you expect to incur as a result of the project.

Item	Details (if applicable)	Cost	Funding Source (Ex. Self, Honors College, Other)
Air			
Bus, Train, Car, etc.			
Local Fares (Bus, Taxi)			
Conference Fee			
Other Conference Fees			
Food			
Lodging			
Thesis Materials			
Other			
(Funding from Other Sources)			
TOTAL Costs			

Total Amount of Funding from other Sources.....

Total Amount Requested from the Honors College.....

Section B: Provide a listing of other sources of support within your Department, at the University, and elsewhere which will contribute to paying for your conference expenses.

Notes:

- Tickets may be purchased prior to receiving confirmation that you will be awarded conference assistance. However, the Honors College is in no way liable for paying your tickets if your application is not funded. To purchase a ticket before being awarded the grant is to do so at your own risk.
- This fund will pay for gas but will not pay a premium for “wear and tear.”
- Tolls should be budgeted into the application in order to be claimed.
- Be sure to keep all boarding passes, tickets, receipts, credit card statements, or payment statements (i.e. Expedia, etc.) to support all expenses incurred to document all travel.
- The Honors College will fund travel based on the rates laid out by the State Department. These rates can be found at the following website: http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=/ep/program/gsaBasic.jsp&P=MTT . The Honors College reserves the right to cap these amounts at their discretion.

Part 5: Additional Support or Supporting Documentation

Please attach your resume and any additional supporting documents or letters of support that will strengthen your request.

Part 6: W-9

Please complete and attach a signed W-9 to your application: <http://bit.ly/UB-W9-Form-2017>