

**SEAVER COLLEGE  
GRADUATE STUDENT GRANT APPLICATION PACKET**

**INSTRUCTIONS**

Please read these instructions carefully before attempting to complete this application. Most portions are to be completed by the applicant; however a letter of support must be submitted by a faculty member as well (see Part VI). **PLEASE BE SURE TO COMPLETE ALL PARTS OF THE APPLICATION.** Also, please note that **ALL** application materials, including the letter of support, **MUST** be submitted to the Review Committee under one cover.

Students may apply for reimbursement if they have already conducted an activity eligible for funding. **ALL** receipts must be included as part of such applications.

Students may submit only one application per term.

**APPLICATION DEADLINES**

**Fall Deadline: November 1**

**Spring Deadline: March 1**

All applications **must be received no later than 4 p.m. on the day of the deadline.** If the deadline falls on a weekend or holiday, please submit application materials on the following Monday or first work day following the holiday. Late or incomplete applications will not be considered for funding. Forward your completed application consisting of cover page, reply form, itemized budget and abstract, letter of application, and letter of support to:

Leslie Seah  
Seaver College Graduate Programs - Graduate Student Grant Application  
Seaver Deans' Office  
Pepperdine University  
Malibu, CA 90263-4280

Be advised that campus mail may require as long as three days for delivery. Hand delivery is recommended. **PLEASE KEEP A PHOTOCOPY OF THE COMPLETED APPLICATION** in your possession in case of the unlikely event the original is lost in the mail.

**PART I--BASIC INFORMATION**

Fill in all blanks and check the appropriate boxes. If you are required to submit a thesis as part of your degree program, please check "Thesis Program" and provide a title for your thesis (even if it is tentative). Note that approved funding is for the academic term/year as stated in the grant application form. Reimbursements will not be entertained if original receipts are sent after the academic term/year ends.

**PART II--TYPE OF FUNDING REQUESTED**

Please read this section carefully before deciding on the appropriate category.

- A. Travel to Attend a Scholarly Conference (up to \$200)  
Funding is for individual travel to attend a conference at which the applicant will not make a presentation. See travel restrictions listed in “C.”
- B. Degree-required Research (up to \$300)  
Funding is for supplies or other research related costs. We will fund mileage for travel expenses (including airfare) incurred while performing research. Generally, we will not fund meals, photocopying, books, or manuscript preparation.
- C. Travel to Make a Presentation at a Scholarly Conference (up to \$300)  
Funding is for individual travel to attend a conference at which the applicant will make a presentation. Lodging expenses will be considered on a case-by-case basis, but, in general, \$40 per day is the maximum considered. We will not fund meal costs. If others from your department are attending the same meeting, your budget should reflect the savings in travel and lodging costs that result from traveling as a group.
- D. Major Grants (up to \$500)  
A limited number of major grants (one or two per year) are available to help applicants take advantage of unique opportunities to enhance their professional development. Such projects or activities must be of exceptional merit. This category of grants is applicable to groups of students interested in pursuing common goals (e.g., establishing a student conference, participate in a group conference presentation).

### **PART III--ABSTRACT (PROJECT SUMMARY)**

Please note that this is not simply an abstract of your research proposal or presentation; the abstract section will be used as a quick orienting reference by the Grants Review Committee during evaluation. Keep the length to under 250 words. This section should include: (a) major ideas of the project, (b) type of funding requested, (c) total project budget, and total and minimum amounts requested, and (d) a brief explanation of how funds will be used.

### **PART IV--ITEMIZED BUDGET**

List the separate items of your budget and their estimated costs in order of priority. The item placed in line number one should be of most importance to your proposal; the item listed last will be considered of least importance. Place a check mark next to items for which grant refunds are requested. Total all items and enter this value on the line marked “Total Budget.” Then total the requested items and enter this value on the line marked “Total Amount Requested.” The maximum value entered on the “Total Amount Requested” line should not exceed the funding limits of the particular category applied for. In the space marked “Minimum Amount Needed,” mark the minimum award the Grants Review Committee could offer which would still be of use. The committee will either fund you for at least this amount or not fund you at all. Due to the limited amount of funds, not all proposals can be funded the total amount requested. Therefore, we ask that you critically evaluate your budget and enter a minimum value that realistically indicates the lowest amount that will still benefit your plans. The greater the range between “Total Amount Requested” and the “Minimum Amount Needed,” the greater your chances will be of receiving at least partial funding. If there is no range in values and your proposal contains any deficiencies, then your request will be denied.

The Grants Review Committee reserves the right to adjust your budget. If your adjusted budget falls below the amount entered under “Minimum Amount Needed,” your request will be denied. To avoid having your budget adjusted, take great care in preparing your budget justification (see Part VI).

### **PART V--LETTER OF APPLICATION**

This letter should be no more than two pages, and contain the following information:

- A. **PROJECT DESCRIPTION:** A description of your proposed project, travel plans, or topic of paper presentation must be supplied.
- B. **ALTERNATIVE FUNDING:** Explicitly discuss other funding sources to which you have applied for support (e.g., government agencies, department funds, private companies, societies). If no funds are available from these sources, then state this. This information is crucial to help the committee evaluate your needs for a grant.
- C. **BUDGET JUSTIFICATION:** Your letter must include a line-by-line justification for the items listed in your itemized budget. It is necessary to cite sources of cost estimates for lodging, travel expenses, supplies, etc. Tell us why the item is necessary for your plans, and provide us with any other relevant information which we might use to evaluate your proposal. If the grants committee feels that the amount requested for a budget item is excessive, your budget will be adjusted to reflect a more reasonable cost.
- D. **SIGNATURES:** Be sure to sign the application form. If your application lacks signatures, then your funding request will be denied.

### **PART VI--LETTER OF SUPPORT**

A supporting letter from a faculty member must accompany the grant application. The letter of support must contain all the information listed on the top of the letter of support form. Letters should be written and signed by the applicant's faculty advisor or major professor. For reasons of privacy, the letter of support may be enclosed in a separate envelope, but should still be forwarded with the rest of the grant application. It is the responsibility of the faculty member who supplies the letter of support to see that funds granted by the Seaver College graduate programs are spent as proposed by the applicant. Be advised that you should request a letter of support from your advisor or major professor well in advance. It is the responsibility of the applicant to ensure that the letter of support is completed and submitted on time.

### **PART VII—APPLICANT’S CHECKLIST**

- Original application cover page
- Abstract
- Itemized budget

- Letter of application with signatures of applicants
- Letter of support by advisor
- All original receipts (if applying for reimbursement)
- Personal photocopy of completed application

**SEAVER COLLEGE  
GRADUATE STUDENT  
GRANT APPLICATION FORM**

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING.  
PLEASE TYPE ALL PARTS.

**PART I--BASIC INFORMATION**

STUDENT NAME Last First M.I.			CWID NO.
CURRENT ADDRESS / CAMPUS BOX NO.			
CITY	STATE	ZIP CODE	PHONE NO. ( )
ENTERING CATALOG YEAR		MAJOR PROGRAM	
DEPARTMENT		TERM / YEAR	FACULTY ADVISOR

M.A.     M.S.     M.DIV     OR PROJECT     NON-THESIS  
 THESIS PROGRAM  
 PROGRAM

EXPECTED DEGREE DATE \_\_\_\_\_

THESIS OR PROJECT TITLE \_\_\_\_\_

**PART II--TYPE OF FUNDING REQUESTED (CHECK ONE)**

- TRAVEL TO ATTEND A SCHOLARLY CONFERENCE (up to \$200)
- TRAVEL TO MAKE A PRESENTATION (up to \$300)
- DEGREE-REQUIRED RESEARCH (up to \$300)
- MAJOR GRANT (up to \$500)

DO NOT WRITE BELOW THIS LINE

<b>DECISION</b>	\$ _____ Amount awarded			
ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled	<input type="checkbox"/> No Action
				<input type="checkbox"/> Referred to:
SIGNATURE / TITLE: <b>X</b>				DATE:

NOTE TO REGISTRAR

**PART III -- ABSTRACT (250 WORDS MAXIMUM)**

Please attach

**PART IV -- ITEMIZED BUDGET**

Cost Description	Total Cost	Check if Requesting Item to be funded by Grant	Amount Requested from Grant
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
TOTALS			

**Minimum Amount Needed:** \_\_\_\_\_

**PART V -- LETTER OF APPLICATION**

The letter of application should not exceed two pages and must contain the following four parts:

- (a) project description;
- (b) alternative funding investigation;
- (c) budget justification (use additional sheet if necessary);
- (d) signature of applicant(s).

**PART VI -- LETTER OF SUPPORT**

This letter should be written and signed by the applicant's faculty advisor. The letter must state:

- (a) why a grant is needed,
- (b) why other funds (e.g., departmental or governmental) cannot meet the financial needs of the project, and
- (c) opportunities and benefits to the applicant(s) for educational and/or professional advancement. It is the responsibility of the faculty member supplying the letter of support to see that funds granted are spent as proposed by the applicant.