**Guidelines and Instructions for Synovus Sophomore Grant Application**

The Synovus Sophomore Grant awards up to $2,000 to Berry College students who are rising sophomores and $500 for faculty or staff mentors to support projects related to the student’s exploration of academic, research, or growth experiences such as practicums, research, internships, entrepreneurial service or work projects, or artistic endeavors.

**Eligibility Criteria**

Students who meet the following criteria are invited to apply:

* Full-time student status
* GPA of 3.0 or higher
* Completion of at least 12 credit hours, but no more than 30 hours in residence at Berry College
* Endorsement of a faculty sponsor

**Application Checklist** Applicants must submit the following by the due date:

* Completed student application
* Current resume/vita
* Faculty or Staff letter of support
* All applications must be typed

**Faculty or Staff Mentor’s Letter of Support**

1. The letter of support should be submitted from a full-time college teaching faculty or full-time staff member from the discipline/area to be explored.
2. The letter should address the following issues:
   * How the project will foster the student’s exploration within a disciplinary, co-curricular or extracurricular area.
   * Feasibility of the proposed project in the given timeline (one year).
   * Why the student would be a good candidate for the Synovus Scholars Program.
   * The significance of the work for the student’s academic or personal development.
   * Qualities of the student, such as motivation, creativity, maturity, that would support his or her ability to be self-directed and diligent.
   * Faculty and/or Staff mentors must be able to demonstrate their ability to successfully mentor a student in an extraordinary way beyond the expected role of faculty/staff advisor. Discuss your level of involvement in this project and previous successes with undergraduates (e.g., publications with undergraduate co-authors, presentations, other creative endeavors).

**Other Information**

* Students selected for the Synovus Grant must present their work at the following Berry Student Symposium in the spring.
* If applicable, all projects must be in compliance with Berry College’s policy on Human Subjects Research and Institutional Animal Care and Use.
* Equipment and material purchased with scholarship funds is the property of Berry College.
* All funds must be spent and expense vouchers submitted by the project’s end date as outlined in the award letter. If a reasonable expense falls outside of the one year grant period, the applicant may request an extension of the award period in the initial application. If an extension of grant funds becomes necessary during the one year time frame, the applicant may contact the Chair of the Council of Student Scholarship in writing to ask for an extension of the award period. This request must be submitted at least one month before the project’s end date.
* Students must submit a report at the end of their project to the Provost’s office.

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­­­­­­­­­­Student Signature Date Mentor Signature Date



**Office Use Only:**Funded: Yes No  
  
Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Synovus Sophomore Scholars Grant**

Deadline: April 18, 2019 by 5:00 p.m.

**Student Information**

Name of student:  Student ID number: 

Campus Box:  Email address: 

Class (Freshman, Sophomore, Junior): 

Total credit hours completed at Berry: 

Current GPA:  Current Berry GPA (if different): 

**Faculty Mentor Information**

Name of Faculty Mentor:  Department: 

Campus Box:  Email address: 

**Project Information**

**Title of project**: 

**Total Amount Requested** (Max $2,000): 

**Abstract**:

Provide a brief, non-technical summary of the research project or creative endeavor that addresses the project’s background/significance, project objectives, methods, and anticipated outcomes. Include a statement of how the proposed work makes an original intellectual or creative contribution to the discipline. (Limit 1400 characters)



**Project Description**:

Please attach a detailed description of the research project or creative endeavor that includes the following sections: (1) **Introduction**: Describe the background/significance of the project, the project objectives, and how the proposed work makes an original intellectual or creative contribution to the discipline. Include relevant citations that place your project in context. (2) **Methods**: Describe the research plan, methods, and timeline for the project. Keep in mind you have one year to spend the awarded funds. (3) **Anticipated Outcomes**: Briefly describe the anticipated outcomes, the intellectual impact of your research project or creative endeavor, and state how you plan to disseminate your work. (4) **Academic/ Personal** **Development**: Briefly describe how the project will enable academic, research, and/or growth experiences. For example, you could explain how work on the proposed project will help prepare you for your chosen field of study or anticipated career. Limit your project description to 2-3 pages, including any necessary figures and references.

If the project requires a research clearance, has it been obtained?

IRB (Human Subjects Research) Protocol No. 

IACUC (Vertebrate Animal Research) Protocol No. 

ELM (Education Land Management) Approval No. 

No, appropriate forms have been submitted

Have you received for any other funding? If yes, please check which one you received.

Richards Scholar Award  Richards Undergraduate Research Support Grant

Kirbo Scholar Award  Student Research and Development Funds Award

Richard Science Scholar Award

**Budget**

Provide a short justification for the budget outlined below. Please keep in mind you have one year to spend the awarded funds. Funding may be used for conference travel. If funding for conference or research related travel is requested, make sure to justify the importance/purpose of the travel. **In addition,** **attach copies of documentation used to construct your budget to this application** (screenshots are acceptable). Grants submitted without budgetary documentation will not be considered.



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| --- | --- |
| **Item** | **Cost** |
| **Materials and Supplies (Itemize)** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Materials and Supplies:** |  |
|  |  |
| **Travel** |  |
| Transportation |  |
| Lodging:  nights at per night |  |
| Meals: days at  per day |  |
| **Subtotal Travel:** |  |
|  |  |
| **Equipment (Itemize)** |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Equipment:** |  |
|  |  |
| **Registration Fee (Please Describe)** |  |
|  |  |
| **Subtotal registration fees:** |  |
|  |  |
| **Other (Itemize)** |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Other:** |  |
| **TOTAL PROJECT COST:** |  |

Attach copies of documentation used to construct your budget.

**Student must attach a current résumé as part of the application; please make sure to include work experience and volunteering activities.**