

Guidelines and Instructions for Kirbo Grant Application

The Kirbo Grant awards up to \$1,250 to Berry College students to support projects related to the student's academic research or growth experiences such as study abroad, internships, 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
- ❖ Evidence of volunteering and/or work ethic
- ❖ Completion of at 24 credit hours at Berry College
- ❖ Endorsement of a faculty sponsor

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

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

Faculty or Staff Mentor's Letter of Support

1. The faculty letter of support should be submitted from a full-time teaching faculty member from the discipline/area to be researched.
2. By sending the application package signed by the student to undergraduateresearch@berry.edu, the faculty member is acknowledging that they agree with the guidelines put forth in this document and agree to mentor the student on the proposed project.

Other Information

- ❖ Students selected for the Kirbo Grant must present their work at the following Berry Student Symposium in the spring following completion of their project, but prior to their graduation.
- ❖ Students who are awarded the title of "Kirbo Scholar" will have their name added to the Kirbo Scholarship plaque and will have his/her/ project displayed on campus.
- ❖ 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 Research 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.

Student Signature

Date

Mentor Signature

Date

Kirbo Scholars Grant

Deadline: March 25, 2026

Student Information

Student Name:

Student ID Number:

Graduation Date
(Expected):

Email Address:

Current GPA:

Current Berry GPA
(If Different):

Faculty Mentor Information

Faculty Mentor:

Department:

Email Address:

Project Information

Title of Project:

Total Amount Requested for the Project
(max \$1,250):

\$

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:**(1) Introduction**

1a. Describe the background/significance of the project. Include relevant citations as needed.

1b. List 2-3 project objectives.

1c. How does the proposed work make an original intellectual or creative contribution to the discipline? Include relevant citations that place your project in context.

(2) Methods

2a. Describe the research methods.

2b. Describe the timeline for the project. Keep in mind you have one year to spend the awarded funds.

(3) Anticipated Outcomes

3a. Briefly describe the intellectual impact of your research project or creative endeavor.

3b. State how you plan to disseminate your work.

(4) Academic/ Personal Development.

Briefly describe (approximately 1 page) how the project will enable academic, research, and/or growth experiences. For example, you could explain how working on the proposed project will help prepare you for your chosen field of study or anticipated career.

OUR Grant History:

(1) If this project requires research clearance, has it been obtained?

- ☐ IRB (Human Subjects Research) – Protocol Number: _____
- ☐ IACUC (Vertebrate Animal Research) – Protocol Number: _____
- ☐ ELM (Education Land Management) – Approval Number: _____
- ☐ No; appropriate forms have been submitted

(2) Have you received any other funding? If yes, please check which one you received.

- | | |
|--|--|
| <input type="checkbox"/> Kirbo Scholar Award Grant | <input type="checkbox"/> Richards Undergraduate Research Support |
| <input type="checkbox"/> Synovus Sophomore Award | <input type="checkbox"/> Student Research and Development Funds |
| <input type="checkbox"/> STEM Fellows Grant | |

Resumé:

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

Budget and Justification:

Complete the following table and provide a short, written justification for each item included in the budget. Please keep in mind you have one year to spend the awarded funds. If funding for conference or research related travel is requested, make sure to justify the importance/purpose of the travel. Funding may be used for conference travel even if the student is NOT presenting with justification.

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.

Itemized Budget (Use Whole Dollars Only)

Item	Cost
Materials and Supplies (Itemize)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal Materials and Supplies:	\$

Materials and Supplies Justification:

Registration Fees (please describe)	
	\$
	\$
Subtotal Registration Fees:	\$

Registration Fees Justification:

Travel			
Transportation (airfare, mileage, etc.)			\$
Lodging:	_____ nights at _____	_____ per night	\$
Meals:	_____ days at _____	_____ per day	\$
Subtotal Travel:			\$

Travel Justification:

Equipment (Itemize)	
_____	\$
_____	\$
_____	\$
_____	\$
Subtotal Equipment:	\$

Equipment Justification:

Other (Itemize)	
_____	\$
_____	\$
_____	\$
_____	\$
Subtotal Other:	\$

Other Expenses Justification:

TOTAL PROJECT COST:	\$
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Please address the following questions in support of your Kirbo applicant (max 700 characters per section):

- a. The feasibility of the proposed project in the given timeline (1 year):
- b. The significance of the work, i.e., why this proposal would be a good Kirbo Project.
- c. Why this student would make a good Kirbo recipient, i.e., highlight qualities like the student's maturity, perseverance, and motivation.
- d. Faculty mentors must be able to demonstrate their ability to successfully mentor a student in an extraordinary way beyond the expected role of faculty 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).