Instructions and Helpful Information for Scholar Citizen in Action (SCiA) Grant Application

1. Deadlines
   a. Completed applications must be submitted to the Scholar Citizen Initiative Office by April 1, 2018 at 5:00 PM.
   b. To ensure funding deadlines can be met, your application should be submitted approximately 4 weeks prior to the start of your project/experience.
   c. In cases where you are seeking travel funding, your application should be submitted approximately 8 weeks in advance of your departure.

2. Requirements
   a. Both pages of the SCiA application must be complete, and all supporting documentation must be submitted at the same time as your application. Incomplete applications or applications that do not have all supporting documentation will not be considered for funding.
   b. Students who are selected for the SCiA program are required to report out on their experience in a presentation at the SCI Symposium during the semester following their experience.
   c. Grant recipients must continue on the Scholar-Citizen graduation pathway and fulfill requirements to graduate with Scholar-Citizen Fellow distinction.
   d. All SCiA awards must be used in compliance with University and State policies and procedures. Visit with the administrative person in your department or call the SCI office to see if and how what you have in mind is fundable.

3. Eligibility
   a. Students in good academic standing who are currently and will continue to be enrolled in the Scholar-Citizen program are eligible to apply.
   b. You may not apply for a SCiA grant if your project will occur during the last semester of your undergraduate studies. (I.e. if you plan to do research during Spring or Summer 2018, you must be enrolled at Radford University during the Fall 2018 semester.)

4. Funding
   a. A small number of competitive awards (not to exceed $750) are available for students participating in meaningful, civically-engaged learning experiences during the fall, spring, and summer months.
   b. Projects may be funded partially or in full.
   c. SCiA grants are not awarded as lump sums to students. The SCI office is required to follow University and State policies related to the procurement of goods and/or services.
   d. Students must work directly with the SCI Administrative Specialist to spend any funds that are awarded.
   e. Any non-consumables bought with a SCiA grant remain the property of Radford University and must be returned once your project is complete. If, for example, you need a "go-pro" camera to strap to your bike helmet as you pedal and geo-map rural roads in Pulaski, you will need to return the camera to SCI at the end of the project.
   f. SCI resources cannot be used for tuition.
   g. SCI resources may not be used for international travel when you are part of a study abroad course where other students are not receiving SCI funding.
h. Any international travel MUST be approved/vetted through the International Education Center (IEC) before requesting money from SCI. **Students must call the IEC at 831-6200 for an advising appointment.**

5. **Instructions**
   a. First, identify a faculty mentor who is willing to help you develop your proposal, and then, formally request his or her help as you navigate the application process. Your faculty mentor’s signature is required in order for the application to be considered.
   
   b. Complete all fields on both pages of the application.
   
   c. Compose your proposal narrative (include a cover sheet and use 12pt font, standard font, not to exceed 1000 words). Be sure to address the following:
       i. An overview of what it is you will be doing, when it will happen, who is involved, where it will happen, and how you plan to accomplish your goal(s).
       ii. How does the project relate to the mission of SCI?
           [link](https://www.radford.edu/content/scholar-citizen/home/about.html)
       iii. How does the project align with SCI’s learning outcome, "Make connections between one’s academic experiences/knowledge and one’s own participation in civic life?"
       iv. Explain how the experience contributes to your growth as a scholar and citizen.
       v. How will you continue to build on the project once the SCiA experience is over, and how does this project fit into your long-term personal or professional goals?
   
   d. Develop a detailed budget request that outlines specific items and expenses needed to complete your project.
       i. When determining the cost of individual items for the budget request, try to be as precise as possible.
       ii. Ensure the expenses you are listing in your budget can be paid for through this grant program. The University’s Procurements and Contracts Office website has a number of helpful documents to guide you as you develop your budget. If in doubt, please contact the SCI Administrative Specialist (831-2569) for assistance.
           [link](http://www.radford.edu/content/procurement/home/Manual.html)
       iii. List any other sources of funding. It always looks great when an applicant has been thoughtful and proactive in searching for collaborative partnerships and additional ways to fund projects.
   
   e. Collect two recommendation letters.
   
   f. Recognize this is a competitive grant program and give yourself enough time to write a solid application.
       i. Seek recommendation letters well in advance.
       ii. Revise proposal narrative and then, revise it again.
       iii. Make sure your proposal is complete and you have thought through what you will need in order to move your project from idea to a set of implementable actions.
       iv. Follow the style guidelines of your discipline (i.e. APA, MLA) and include all necessary citations.

6. **Approval Process**
   a. Applications are reviewed by the SCI Director and Steering Committee.
   
   b. Based on the quality of the project and conformity to the SCI mission, applications are rated as:
       i. **Approved,**
       ii. **Revise and Resubmit,** or
       iii. **Not Approved.**
RADFORD UNIVERSITY
SCHOLAR-CITIZEN INITIATIVE

Scholar Citizen in Action (SCiA) Application

This form and all additional documents must be complete and submitted at the same time for your application to be considered for approval.

Name: ________________________________________________ RUID: __________________________
   [Last]             [First]             [Mi]
Primary telephone: ___________________________ RU Email: _________________________________
Major: ___________________________ Minor: ___________________________
Additional Majors/Minors: ___________________________________________________________
Current Academic Status: ________________________ Anticipated Graduation Date: ___________
Faculty Mentor: ___________________________ Faculty Email: ___________________________

Checklist of items that student MUST attach to application before submission to SCI Office for approval.
☐ Project Information Sheet (See next page)
☐ Proposal Narrative
☐ Faculty Letter of Recommendation #1* (must teach at Radford University)
☐ Faculty Letter of Recommendation #2*
☐ Itemized Budget Worksheet w/ Justification
* - must be in a sealed enveloped or emailed directly to scholar-citizen@radford.edu

Students, your signature confirms your submission of the application and your agreement if selected to the following conditions:
(1) Comply with all University and state policies and procedures (including safety, conduct, and financial guidelines),
(2) Attend pre-experience meeting with SCI staff,
(3) Establish and develop an ePortfolio through which you will document, explain, and reflect upon the significance of the experience,
(4) Attend post-experience meeting with SCI Director and other SCiA students, and
(5) Present at a SCI Symposium the semester following your experience.

Mentors, your signature confirms your agreement to work closely with the student if selected, ensuring the successful completion of all SCiA requirements.

Student Signature: ___________________________________________ Date: ______________

Mentor Signature: ___________________________________________ Date: ______________

Scholar-Citizen Initiative | PO Box 6998 | Whitt Hall 130/131 | Radford University, VA | (540) 831-2569
## SCiA Project Information Sheet

<table>
<thead>
<tr>
<th>Type of academic experience being proposed (Check all that apply):</th>
</tr>
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<tbody>
<tr>
<td>☐ Applied Research</td>
</tr>
<tr>
<td>☐ Volunteer/Community Service</td>
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<tr>
<td>☐ Internship</td>
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<tr>
<td>☐ International Learning Experience</td>
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<td>☐ Professional Development</td>
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<tr>
<td>☐ Other (Please clarify below)</td>
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<th>During which semester(s) will the experience occur?</th>
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<tbody>
<tr>
<td>☐ Fall 2017</td>
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<td>☐ Wintermester 2017</td>
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<td>☐ Spring 2018</td>
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<td>☐ Summer A 2018</td>
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### Project Title:

__________________________

### Beginning date of experience: __________________ Ending date of experience: __________________

### Brief description of the proposed experience: (Note that, if approved, this description will be used in press releases and in other public relations mediums [not to exceed 100 words]): __________________________

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