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| **Scholarship for High-Impact Pathways (SHIP)** **Application Guidelines for Rollins Students**  |

**GENERAL INFORMATION**

Student scholarships are awarded on a competitive basis for students who complete a high-impact practice. High-impact learning happens when students are actively engaged in the educational process, when their learning goes beyond the classroom to be applied in their personal and work lives. Students engaged in high-impact learning are more engaged in their education and work collaboratively in community and with peers. **Please see** [**https://www.aacu.org/leap/hips**](https://www.aacu.org/leap/hips) **for additional information about high-impact educational practices.**

**Permitted Expenditures:**

1. Presentation in academic conferences or co-curricular conferences.
	1. Participation in conferences is defined as: presenting a paper or performance, presenting a poster session, responding to a paper or a speaker, art showcase, or presenting a workshop.
2. Participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist. Applicants must confirm support from the Office of International Programs with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
3. Participation in unpaid internships. Applicants are required to confirm support from the Center for Career and Life Planningwith a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
4. Participation in volunteer/service experiences. Applicants are required to confirm support from the Center for Leadership and Community Engagement with a letter of support signed by a staff member. This letter must be submitted with the SHIP application to be considered.
5. Participation in a competitive, application-based workshop (qualifies for up to 75% funding cap for domestic trips; international trips are not funded).
6. Additional high-impact practices may be funded on a case-by-case basis. Applicants are welcome to make the case in their application.

**Our parameters state that we fund “highly impactful educational opportunities that are not funded through other areas of the college” and “participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist.” As Rollins provides other internal funding for Rollins field studies and study abroad programs, SHIP funding is not used for these programs.**

***SHIP grant recipients must complete*** 2 blog entries within 15 days after return from high-impact practice emailed to: shipgrant@rolllins.edu. Each blog (each roughly 225-300 words with pictures) should focus on a critical experience from the conference or write a significant reflection on the experience. If your experience includes a presentation or other file that can be shared online, please include it with your blog submission.

It is anticipated that the results funded by these scholarshipswill enhance the academic life of the student. **The student agrees to fulfill the requirements of the scholarship as listed below. If the student fails to complete all requirements, student will be subject to return funds or be held accountable by the Honor Council.** Class-related experiences are normally not funded, with the exception of internships and study abroad. Applications should list a Rollins faculty member or staff sponsor. The applicant is required to cc’ the Rollins faculty sponsor on the submission of this application. **Students can only receive SHIP funds once per academic year.**

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| **Overview of the application process** |

**A. Review of Scholarship Proposals**

Please remember that while your proposal will undergo a blind review in spirit of collegiality; there is no discipline specificreview. The Student Life Committee is composed of members of the general faculty, staff, and students. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

**B. Deadlines**

1. **The committee meets four-times a year to consider all SHIP grants received by the funding cycle deadline. These deadlines are as follows:**
	1. **October 1 for Funding Cycle 1**
	2. **December 1 for Funding Cycle 2**
	3. **February 1 for Funding Cycle 3**
	4. **April 1 for Funding Cycle 4**
2. Please take these funding cycle deadlines into consideration when submitting your application.
3. **Please submit your application at least two months prior to your proposed experience, and no later than April 1 for summer experiences.** Applications, for summer experiences, submitted after these deadlines may be considered on a case-by-case basis.Proposals must be submitted **in unsigned Word *and* in signed PDF formats**, to shipgrant@rollins.edu.
4. Students who are planning to participate in high-impact practices must always apply **before** Day 1 of high-impact practice—prior to when it takes place, or their application will not be considered. Students are encouraged to apply as early as is feasible. Proposals for summer experiences must be submitted by the final due date of the spring semester (April 1).
5. Students are normally notified of any decision within one week of the SLC meeting following review.

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| **Application Guidelines**  |

1. **Eligibility**
2. All full-time Rollins College undergraduate and graduate students (i.e., College of Liberal Arts, Crummer School, Holt School)
3. Proposals will be judged on the completeness of the application, the quality of the project, and financial need. Preference will be given to proposals that exhibit significant benefits to the Rollins community.
4. The committee will fully fund eligible proposals with comprehensive completion of the following:
5. Clearly stated objectives, outcomes, methodology, and give back to the Rollins community.
6. Clear, detailed budget and rationale for all requested funds.
7. The committee will not review incomplete proposals:
8. With missing information
9. With a financial request exceeding $600 for domestic and $1,200 for international high impact practices ($450 funding cap for domestic competitive workshops).
10. From applicants who have not met expectations of previously awarded scholarships.
11. From applicants who have unresolved disciplinary issues.
12. From applicants who are on academic probation
13. From applicants that already received SHIP funds in the same academic year
14. All proposals deemed acceptable by the committee will be at least partially funded, funds permitting. If there is insufficient money to support fully all acceptable proposals, it will not necessarily be the case that each applicant will receive an equal percentage of the funds requested. Some proposals, for example, may receive 100 percent of what is requested, some at 75 percent and some at 50 percent. In order to successfully allocate partial funding, the committee must have a complete picture of the total expected budget. Please give a detailed accounting of allowed expenditures, even if this projected total exceeds the funding maximum.
15. **Permitted Expenditures**

Expenditures must be justified in terms of their relationship to the permitted project (see permission eligibility on page 1). The budget parameters for current college rates for travel are available from the Finance Department (<http://www.rollins.edu/finance/payments/travel-entertainment.html>). Applicants should consult the Office of International Programs for international travel.

Scholarships may be funded for a maximum of $600 (domestic) or $1,200 (int’l), if the budget and number of proposals permits.

1. **Financial Reimbursement Requirements**

Students must complete the following to receive the scholarship:

* Both Blogs (Each roughly 225-300 words with pictures) should focus on a critical experience from the conference or write a significant reflection on the experience. They should be submitted 15 days after return from high-impact practice to shipgrant@rolllins.edu. If your experience includes a presentation or other file that can be shared online, please include it with your blog submission.
* If students receive reimbursement or pre-paid benefits and do not complete the post grant responsibilities (e.g., blog posts), they will be held accountable to the Honor Council.

Money disbursement options for SHIP recipients:

1. Students must submit copies of their travel expense receipts within 15 days of travel to the budget administrator (Karla Knight KKNIGHT@Rollins.edu) for reimbursement.
2. Alternatively, students can request that certain expenses (e.g., airfare, registration fee, poster printing) be pre-paid by contacting Karla Knight at KKNIGHT@Rollins.edu. For any non-prepaid additional expenses, students must follow the same procedure specified above (sending receipts within 15 days of travel to Karla Knight).

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| **Scholarships for High-Impact Practices (SHIP)****Student Application**  |

**Applicant Information**

Student Name: R-Number:

Academic Level (Undergraduate/Graduate):

Enrollment (CLA/Crummer/Holt):

Department:

Phone: Email:

**Description of scholarship proposal**

1. **Title of project:**
2. **Dates of High-Impact Experience:**
3. **Location of High-Impact Experience:**
4. **Type of High-Impact Experience:**

[ ]  Presentation in academic conferences or co-curricular conferences.

[ ]  Participation in non-Rollins study abroad – when an approved program that meets the same needs does not exist.

[ ]  Participation in unpaid internships.

[ ]  Participation in volunteer/service experiences.

[ ]  Participation in a competitive, application-based workshop.

[ ]  Other high-impact educational practice as described below

1. **Description of the project (this should also include the length of presentation, status of acceptance and date of presentation, if applicable):**
2. **Objectives of scholarship project. Please list objectives that are clear, specific, and measurable.**

1.

2.

3.

1. **Describe how this project will contribute to the Rollins Community. (Suggested Length = 200 words)**
2. **Describe how this project relates to your current course of study at Rollins.**
3. **Describe the contribution of this project to your long-term learning goals.**

**Proposed Budget**

Be **specific** about what costs will be incurred. Please provide sources for estimates where available, e.g. international proposals should reference the Office of International Programs. Your proposed budget should reflect your actual anticipated permitted expenditures, even if this amount exceeds the maximum SHIP award.

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| **Item** | **Justification** | **Amount** |
| **Travel (Airfare, car rental, etc.)****Registration fee****Lodging****Meals****Other (Please specify)****Total** |  | **$****$****$****$****$****$** |
| **Total REQUESTED Funds** (CAP: $450 (competitive workshops), $600 (domestic) or $1,200 (int’l)) |  | **$** |

**Other Support for Current Proposal**

1. Have you applied for or been granted any external or other internal sources of funding for this proposal? Y/ N
* *If yes, clearly identify all other requests that duplicate this proposal, indicating the source, periods and amounts of all support requested and/or received, along with the status of the support.*
* *You may not duplicate or “double dip” financial requests from any other source*
1. Please explain any extenuating circumstances the committee should consider when reviewing your proposal.

**Sponsor Approval Name:** \_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

**(**Name of faculty or department sponsor is required for all travel proposals.)

**Student Name:** \_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

By checking the following boxes, I confirm:

[ ]  Authorization to the committee to review my financial, academic and disciplinary records for consideration of my proposal.

[ ]  Agreement to the parameters of the application and post-scholarship responsibilities.

[ ]  Submission of required documentation (e.g., support letter from Office of International Programs, Center for Career and Life Planning, or Center for Leadership and Community Engagement)

[ ]  That I have not participated in any unresolved academic or social misconduct as defined by the Honor Council and Community Standards and Responsibility

**HONOR CODE:**

**STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Include with this application (if needed):**

For travel within the US: Copy of completed Rollins College Trip/Event Informed Consent Form. (Complete via Foxlink; faculty/staff/department sponsor usually must initiate the Off Campus Travel Registration Form and provide code to student.)

For international travel: Note from Study Abroad Coordinator stating that the student applicant has completed all preliminary steps with their office and will be working with them to confirm travel details, etc.

Send completed application to shipgrant@rollins.edu **in unsigned Word *and* in signed PDF formats**. The applicant is required to cc this application to the faculty/staff sponsor on this grant.

Application form last updated: November 2020