**Capital High Impact Project (CHIP)**

**Grant Application**

Application Date: Click or tap to enter a date.

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Class year: Choose an item.

Graduation year: Click or tap here to enter text.

Capital email address: Click or tap here to enter text.

Permanent Address: Click or tap here to enter text.

Capital Address: Click or tap here to enter text.

What type of High Impact Practice (HIP) are you proposing? (check all that apply)

Undergraduate Research

Study Away (note that this must be combined with at least one other HIP)

Community Engagement/Service Learning

Internship

Please describe the activity for which you are requesting support. Include a general description as well as a description of your specific involvement in the activity. A timeline of activities is appropriate. Please be as detailed as possible. Include dates and locations. Limit: 750 words.

Click or tap here to enter text.

Please describe how the proposed experience relates to your academic, career or personal goals. Limit: 250 words.

Click or tap here to enter text.

Budget:

CHIP Funds may be used for:

* Compensation (stipend and/or living expenses) to support unpaid and non-credit internships, community engagement projects or research experiences in the Columbus area.
* Domestic and international travel to participate in research experiences, internships, or community engagement projects.
* Travel to professional conferences and presentations related to the completed high impact practice.
* Materials for research and creative scholarly activities.

Funds cannot be used to pay for anything that is covered by tuition/financial aid, is part of the cost of attendance (e.g., room and board, course books), or anything for which one receives credit. Any equipment and materials purchased with these funds become the property of Capital University. If you plan to combine CHIP funds with other resources, please note these other funding sources and amounts under “outside funds”.

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Amount** | **Outside Funds** |
| Stipend | Click here to enter text. | Click here to enter text. |
| Living Expenses | Click here to enter text. | Click here to enter text. |
| Travel Expenses | Click here to enter text. | Click here to enter text. |
| Conference fees | Click here to enter text. | Click here to enter text. |
| Materials costs | Click here to enter text. | Click here to enter text. |
| Other expenses | Click here to enter text. | Click here to enter text. |
| Total Request | Click here to enter text. | Click here to enter text. |

Please describe in detail how you plan to use the CHIP funds. For example, if you plan to use the funds to cover your living expenses while you are doing an unpaid internship, please include specific information on where you will be living, the cost per day for housing and food, transportation costs, etc.

Click or tap here to enter text.

Faculty Recommendation:

Please arrange to have a faculty member submit a letter of support. This letter should be sent by the faculty member directly to [research@capital.edu](mailto:research@capital.edu). Letters forwarded from students will not be accepted.

Grant Reflection Report: CHIP grants are funded through donor support. Grant recipients are expected to submit a short reflection on their experiences (approximately 500 words) and, if possible, an electronic photo of where you conducted your project (ideally with you in it). This will be shared with donors. Some or all of your reflection report and photos may be used on our website, newsletter or Facebook page. A portion of your funding will be held until this report is submitted.

When completed, please submit the application and any supporting materials (e.g., acceptance letters to internship or research programs) to Stephanie Gray Wilson, Assistant Provost for Experiential Learning, at [research@capital.edu](mailto:research@capital.edu). Please arrange to have a faculty member submit a letter of support to this email address as well. Questions may be directed to Stephanie Gray Wilson at [swilson@capital.edu](mailto:swilson@capital.edu).