



Honors Enrichment Award – Spring 2020 Application Cycle

Apply by:	Notified via email by:
March 13, 2020	April 16, 2020

Thanks to the generosity of Honors Program donors, the Honors Program has created Honors Enrichment Awards (HEAs). These awards are designed to assist students with funding for non-credit bearing enrichment activities related to their academic and professional pursuits. Honors students may request up to \$3,000 but please note that we typically receive more requests than funds available.

Student Eligibility Requirements: Full-time Honors Program students with an overall grade point average of 3.40 or above are eligible to apply.

Office Hours for Questions:

Tuesday, March 3: 9:00 AM – 4:30 PM

Wednesday, March 4: 9:00 AM – 4:30 PM

Or By Appointment (contact Kevin Deshaies deshaies@udel.edu)

HEA funds may be used for the following costs associated with the activity:

- Transportation
- Lodging
- Program registration fees
- Conference registration fees (only if you are presenting at the conference)

HEA funds may NOT be used for:

- Personal expenses such as clothing, food, beverages, passport fees, optional excursions, and emergency funds
- Donations and mandatory fundraising for non-profits, service organizations, religious organizations, and other charities
- Tuition costs, salaries, payments to individuals, hardware or equipment such as computers, musical instruments, or camcorders

Activities NOT eligible for funding:

- Traditional study abroad programs
- Alternative spring break trips through UDAB or other University departments
- Conferences, unless you are presenting or participating in a poster session and your department is providing matching support
- Activities that will take place after your graduation from UD
- Trips to destinations listed on the US State Department's travel warning page (<http://travel.state.gov/>). "Note that the University normally does not permit institutionally funded student trips to countries on the State Department's warning list. If your travel destination is under a Travel Warning, it will be your responsibility to present your case to UD's Risk and Security Assessment Committee to request an exception to this policy. Funding will be rescinded for any grantee whose petition is not approved."

Undergraduate Research

Students seeking funding for Undergraduate Research/Senior Thesis related activities should first explore funding options through the Office of Undergraduate Research. See <http://urp.udel.edu/content/funding>. If the research activity is not covered by the amount funded by the UR Office, students can apply for supplemental funding through an HEA. Please note that the HEA funds are typically matching funds to the amount given from UR.

Independent Trips

Requests for funding independent trips are encouraged, but students must provide documentation of their activities if they are not going through a formal program or organization. For example, if you will be visiting several libraries in different cities, we would require confirmation that you have scheduled appointments at those locations. We cannot provide funding for independent trips that are “plan as you go” or “plan once you get there.”

Service Trips

For any activities organized through a non-profit organization or other similar entity, we need confirmation that the organization is legitimate. The NGO or non-profit should be thoroughly researched and documentation should be provided with the application.

Medical Service Trips

Students applying for medical service trips should confirm that the activities of the trip are consistent with guidelines and practices of the American Medical Association or major governing organization for other fields (dental, veterinary, etc.). Some MedLife trips have raised concerns, so please be sure to research these experiences thoroughly. Priority will be given to trips that use funds in the most cost effective ways (for example, length of stay in relation to the cost).

Applying with friends for same activity

We cannot guarantee funding for multiple students applying for the same activity. Some students applying for the same program may receive different levels of funding depending on the strength of the applications. Priority would be given to students who have a connection with the activity to their academics. Funding may be less for each individual if multiple students are awarded funding for the same activity.

Application Procedure: please complete the attached application and submit it along with:

- An essay, not to exceed two pages, explaining the connection of the enrichment activity to your academic goals and future professional pursuits and why you are a good candidate for this award.
- A detailed description of the program/activity for which you are requesting funding.
- Documentation that verifies the cost of the program (i.e. website printouts, travel agent quotes, mileage estimates for gas costs from website, etc.). The evaluation committee needs to see how your costs are calculated and where the estimates came from. An expense form is included in the application to help you calculate the amount of your request. No portion of this award may be used for alcohol.
- One letter of recommendation from a UD faculty member who endorses your proposal and how you would use the award. **This recommendation factors highly into the selection process. The faculty member should specify in the letter how this activity connects to your academic and/or professional plans.** Additional reference letters may be submitted as support. Honors Program staff members may write additional letters of support but may not be the primary reference, other than the Honors Program Director, in his capacity as a faculty recommender.
- An unofficial copy of your transcript.

Notes:

- The activity must be completed within one year of this application deadline.
- Award money will only be provided to students. We will not reimburse faculty, departments, or programs if they make purchases on a student's behalf.
- Receipts must be submitted for all money received.
- A maximum of \$3,000 may be awarded per student and you cannot receive more than one award throughout your time as an Honors student.
- If this opportunity requires acceptance into a program, our funding is contingent on that acceptance.
- Accepting funding obligates you to complete a brief program evaluation, as well as provide a 1-2 page written report, maximum of 600 words, illustrated with pictures to post on the Honors Program blog. These materials are due 2 weeks after the program's completion. You also may include a link to your own blog if you wish, but a blog is not required.

**Questions? Contact Kevin Deshaies - Administrative Assistant, Honors Program
at 302-831-1195 or via email at deshaies@udel.edu.**



Honors Enrichment Award Application – Spring 2020 Application Cycle

Applicant’s Name: _____

UD ID #: _____

Brief description of program: _____

Date(s) of program: _____

Amount requested: \$_____ Cumulative GPA: _____ Expected Grad Year: _____

College: _____ Major(s): _____

Minor(s): _____

Permanent Address:

City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____ E-mail: _____

UD Faculty Endorser: _____ E-mail: _____

Letter of reference is due by application deadline.

Have you also applied for any other funding? Yes No

If yes, please disclose all other possible sources of funding for this opportunity and the requested amounts. This includes pending and received scholarship awards and/or funds:

Please indicate what costs you will personally be covering for this activity and the approximate total amount you will be contributing: _____

Have you participated in a similar program during college in the past? Yes No
If yes, please describe the program, with participation dates and any sources of funding:

If this is an international proposal:

Is your proposed destination on the US State Department's travel warning page (<http://travel.state.gov/>)? Yes No

“Note that the University normally does not permit institutionally funded student trips to countries on the State Department's warning list. If your travel destination is under a Travel Warning, it will be your responsibility to present your case to UD's Risk and Security Assessment Committee to request an exception to this policy. Funding will be rescinded for any grantee whose petition is not approved.”

Do you have a valid US passport? Yes No If yes, list expiration date _____
If no, you must apply for a US passport immediately upon award notification.

Application checklist (in addition to this application and expense form):

- Essay
- Program Description
- Cost Documentation
- Recommendation/Endorsement Letter
- Unofficial Transcript

I verify that all information in this application is valid. I release the UD Honors Program from any liability regarding all aspects of the program for which I am applying and I authorize the UDHP to contact the Office of Student Conduct to review my disciplinary records, if any.

Signature: _____ Date: _____

Return the application and required attachments to:

UDHP Enrichment Award
c/o University of Delaware Honors Program • 186 S. College Avenue • Newark, DE 19716
phone (302) 831-1195 • fax (302) 831-4194 • deshaies@udel.edu