**APPLICATION FOR LANDON WARNER RESEARCH GRANT**

**Landon Warner Research Grant ~**

Landon H. Warner Grant provides undergraduate research grants to assist with expenses related to historical research. Applicants must apply in advance for the grant. Reimbursements will be processed for approved expenses upon presentation of receipts and a short explanation (one paragraph) of the results of the research.

Student Application Section

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class of\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ \_\_\_\_\_

E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_P.O. Box\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PBX#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions** - To be considered for Landon H. Warner Research Funds:

1. Submit completed application form to department member for recommendation (see reverse side)

2. Recommending faculty member completes the back of this form and returns the application to department administrative assistant

 **When approved:**

1. Submit to department administrative assistant receipts for expenses incurred
 [attach to completed Travel and Entertainment Expense Form]

2. Submit to department administrative assistant a report briefly describing outcome of research, paragraph is sufficient

3. Add a statement to the report acknowledging your research was made possible by the

 Landon H. Warner Research Grant through the Department of History at Kenyon College

Applications will be accepted/reviewed/approved on a first come first served basis until funds are expended. Your application will be reviewed and you will be notified by email within one week of submission of the status of your application. When approved, reimbursement(s) for expenditures incurred will not be issued until the department receives a copy of your brief report [see item 2 & 3 under ‘**When Approved’**] for your research award, and a completed Travel and Entertainment Expense Form. All receipts must be attached to the completed Travel and Entertainment Expense Form located on the Kenyon College Accounting Web Page:

*http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-reimbursement/*

Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Project:

Budget Estimate; please itemize (include travel, lodging, meals, and access fees):

Have you previously received a Warner Fund grant? \_\_\_\_\_

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

**History Faculty Member Recommendation**

\_\_\_\_Strongly Recommend \_\_\_\_Recommend \_\_\_\_Do Not Recommend

Comments:

Faculty Member Signature:

Approval of Dept Chair: