

**Martin Family Fund ~**

The Martin Family Fund provides support for students in American Studies to work independently. You may apply for up to \$500 (with some extraordinary exceptions) for travel, research expenses, and equipment (which will belong to the program) including copy/photo/video costs.

**Student Application Section**

Student Name \_\_\_\_\_ Class of \_\_\_\_\_ Date of App \_\_\_\_\_

Amount Requested: \_\_\_\_\_ **NOTE:** Please list itemized budget on the back of this application.

E-mail address \_\_\_\_\_ P.O. Box \_\_\_\_\_

**Instructions** - To be considered for Martin Family Research Funds:

1. Submit completed application form to faculty member for faculty endorsement and signature. (See Back Page)
2. Submit completed application form with faculty endorsement (See Back Page) signature to the American Studies Department Chair:  
**SPRING 2019 - RIC SHEFFIELD, American Studies Department Chair , Ralston House 104.**

**When approved:**

1. Turn in **APPROVED** application to American Studies Administrative Assistant, Pamela Burson, 2<sup>nd</sup> floor Seitz House.

**Reimbursement(s) Instructions:**

1. **All reimbursement requests must be submitted on the College's Travel and Entertainment Expense Form. Reimbursements should be completed, approved, and submitted to the AMST Administrative Assistant within 60 days of the incurred expenses. For travel over the summer, receipts must be submitted as soon as student returns to campus. Travel and Entertainment Expense Form available at:  
<http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-reimbursement/>**
2. Submit to AMST department administrative assistant a three-page report with photographic documentation (at the request of the Martin Family). The report is a summary of the project and how the Martin Family Funds assisted with the academic research for the American Studies senior major or honors presentation. Add a statement to the report acknowledging your research was made possible by the Martin Family through the Department of American Studies at Kenyon College.
3. **All** documentation must be submitted to the American Studies Administrative Assistant, 2nd floor Seitz House, in order to process approved reimbursement(s).

Applications will be accepted/reviewed/approved on a first-come first-served basis until funds are expended. When approved, reimbursement(s) for expenditures incurred will not be issued until the department receives a copy of **all** the required documentation as listed under the 'Reimbursement(s) Instructions' section of this application.

**[BACK MUST BE COMPLETED]**

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

Brief Description of Project: (Please feel free to attached additional page if necessary)

Budget Estimate; please itemize (include travel, lodging, meals, and access fees). *Please note Kenyon does not reimburse for gas receipts. Kenyon reimburses mileage at the per diem rate per mile listed on the Accounting Webpage. Standard mileage reimbursements must be accompanied by an online mapping print out, beginning and ending odometer reading, or detailed log of daily mileage incurred.*

Have you previously received a Martin Family grant? \_\_\_\_\_

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

Date \_\_\_\_\_

**Faculty Member Recommendation**

\_\_\_\_ Strongly Recommend    \_\_\_\_ Recommend    \_\_\_\_ Do Not Recommend

Comments:

**Faculty Member Signature:** \_\_\_\_\_

**Approval of American Studies Department Chair:** \_\_\_\_\_

Please submit all documentation to: Pamela Burson, American Studies Academic Administrative Assistant, Seitz House, 2<sup>nd</sup> floor, Office #10