

## 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 of App \_\_\_\_\_

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

#### **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*] Available at:**  
<http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-reimbursement/> **All reimbursement requests must be submitted on the College's Travel and Entertainment Expense Form. Reimbursements should be completed, approved, and submitted to Accounts Payable within 60 days of the incurred expenses. For travel over the summer, receipts must be submitted as soon as student returns to campus.**
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
4. All HIST Dept. Warner Research Grant Recipients are required to present their research project at the Kenyon College annual campus event: 'A Kenyon Showcase: Celebrating High-Impact Practices' in the spring semester of the academic year of awarded Warner grant funds.

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 T&E 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 [Feel free to submit additional page if necessary]:

**[BACK MUST BE COMPLETED]**

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.*

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: \_\_\_\_\_