



Application for Office of the Provost Immersion Experience Grant

Guidelines: The grant offers support up to \$2000 to defray costs of an Immersion Experience project that cannot be covered or completed under existing Northwestern University programs.

Eligibility: any full-time Northwestern undergraduate in good academic standing

If your proposed project will involve research with human subjects (including interviews), then you are required to obtain Institutional Review Board (IRB) approval/exemption. You will need to have applied electronically (eIRB) for the IRB decision **before** submitting this application. For further information, please consult the web page of the Institutional Review Board (<http://www.research.northwestern.edu/research/OPRS/irb/>).

Section 1: Personal Data

Name _____
Last First MI

E-mail _____

Local Phone _____

Student Identification # _____ (7 digit number from WildCard)

Campus Address _____

City State Zip

Permanent Address Street _____

City State Zip

Permanent Phone _____

School _____ Major _____

Current Class Status _____ (FR, SO, JR, SN)

Year and Quarter of anticipated graduation _____

Project Title _____

Period of your project: *from* (mo/yr) _____ *to* _____

Have you applied for IRB approval: ____ Yes ____ No ____ N/A

Faculty Sponsor _____

Department _____

E-mail _____

Phone _____

Section 2: Budget

Provide an itemized list of proposal budget:

[N.B.: it is important to review the budget with your faculty supervisor since he or she will be asked to assess your itemized costs]

Total estimated budget for project: \$_____

Are you seeking funding from any other sources? Yes / No

If so, indicate the source of other funding and amount

Source:

Amount:

Amount requested from Office of the Provost \$_____

Note: Immersion funds may not be used

- to purchase major pieces of non-expendable equipment
- to pay tuition cost or any program fees

I understand that I must submit receipts, return unexpended funds, and provide a final two-page, single-spaced report explaining expenditures and summarizing the results of the immersion experience by the end of the quarter in which the project is completed. If the project is completed during the senior year, all reports must be submitted prior to graduation.

Signature _____ Date _____

Section 3: Immersion Project Proposal

Please attach a two-page, single-spaced essay in which you:

- Explain in detail your immersion experience project and its significant scholarly, creative, or reflective potential
- Articulate the importance of the project to your overall undergraduate education
- Detail the preparation (coursework/previous immersion experience) that will enable you to succeed in the project
- Discuss the nature of faculty supervision during the project as well as the final product (substantial academic paper or creative work)

Section 4: Faculty Sponsor

To the faculty sponsor: please review the entire application as completed by the student. Then, on a single-spaced page, include:

1. Name of the student
2. Title of the immersion project
3. Your evaluation: Describe why this project is worthwhile as well as the applicant's capabilities and preparedness for the project.
4. Comment on the appropriateness of the budget as proposed by the student.
5. Are there any departmental or other funds available to cover part of the project's expenses?

The completed Faculty Sponsor Statement can be included with the rest of the proposal and delivered to the Office of the Provost. Alternatively, this section can be emailed as an attached PDF or Word document to immersion@northwestern.edu.

Immersion Experience Program
Associate Provost for Undergraduate Education
Rebecca Crown Center, Room 1-112
633 Clark Street
Evanston, IL 60208

I have read this student's proposal, discussed it with him/her in detail, and I will supervise the project closely.

Signature _____ Date _____

Name (print) _____

Campus Address _____

Department _____

Email _____ Phone _____