

**Roy H. Park School of Communications**  
**James B. Pendleton Student Research and Production Grant**

**FALL 2024**

**PROPOSAL GUIDELINES**

Scope and Eligibility of Grants

James B. Pendleton Student Research and Production Grants are open to all full-time students enrolled in the Roy H. Park School of Communications at Ithaca College. Students may apply for grants up to \$1,000 (per project). The amount for the grant requested must be specified in the grant application. Projects may be partially funded, given the competitiveness of the process and the limited funds available for the grants.

NOTE: Spring 2025 projects cannot be funded through this grant since there is a separate grant process for each semester. All receipts must be dated for the College's current fiscal year and for the semester in which this project grant is awarded (Monday, August 26, 2024 until Wednesday, December 11, 2024).

Deadlines & Important Dates

Complete application and proposal package: Wednesday, October 23, 2024 at 5:00 p.m. EDT

Notification of decision to grant recipients: Friday, November 8, 2024 by 5:00 p.m. EST

Grant report with narrative and expenditures: Thursday, December 12, 2024 at 5:00 p.m. EST

Definition of Research and Production

The words "Research and Production" are broadly defined to include such activities as various scholarly research projects, creative writing, photography, and film and video production. **Projects MUST be part of work you are doing for a Park School class that has faculty supervision.** This also includes independent study coursework in the Park School.

**Important requirements for all grants—please read closely:**

**Proposal Package**

A complete proposal package will have all of the following emailed to [bhawley@ithaca.edu](mailto:bhawley@ithaca.edu):

1. Signed Signature Page (form is provided on the website)
2. One-page typed proposal
3. One-page budget proposal (template is provided on the website)
4. Completed Faculty Recommendation Form that is emailed directly from faculty to:  
Brandy Hawley at [bhawley@ithaca.edu](mailto:bhawley@ithaca.edu) (form is provided on the website)

The proposal must include a signed signature page and a one-page, typed description of the research or production project, including what stage the project is at and what the anticipated outcome of the project will be. A one-page detailed projected budget listing anticipated or already incurred expenses related to the research or production project (including funding received to date from other sources for the same project) must be submitted with the written proposal. Please utilize the [Budget Proposal Template](#), which gives detailed examples of items that are acceptable for reimbursement. Please include all items needed. An insufficiently detailed budget will detract from the overall quality of the application. The proposal package must include a [Faculty Recommendation Form](#) for each student named in the proposal for the project and must be submitted by the faculty member to Brandy Hawley.

**\*Please send files as an email attachment compatible with both Mac and PC (e.g., PDF or Word), with your last name in the name of each attachment you submit.**

NOTE: Any materials submitted in addition to the above stated items (i.e., scripts, DVDs, etc.) will be discarded and not returned.

### **Budgetary Guidelines**

Pendleton Research and Production Grants are awarded to individuals for items associated with the cost of a project, such as purchasing supplies, products and services. Services can be covered as long as the providers are not employed at Ithaca College.

**Pendleton Student Research and Production Grants may NOT be used for the following purposes:**

1. As salary or payment directly to the student recipient
2. To hire undergraduate student assistants
3. To hire other individuals within Ithaca College
4. To pursue advanced degrees
5. To purchase capital equipment (i.e., cameras, light meters, computer hardware, etc.)
6. To purchase software for personal computers
7. To pay for services/items that were not part of the original/approved grant application.
8. To pay for food and/or beverages
9. To pay sales tax (we can only reimburse you only for the total cost of items before sales tax.)
10. To pay for rental car reimbursements if you are NOT an approved IC driver. For more detailed information, please refer to the Risk Management website:  
<https://www.ithaca.edu/office-risk-management-insurance/driving-college-owned-and-rented-vehicles-policy/student-driving-undergraduate-graduate-students>

## **Requirements for Approved Grants**

### **Report and Final Budget**

Grant recipients are required to submit a one-page, double-spaced, typed, 200–300-word report on the outcome of their grant project, including a narrative of the project and outcomes, and a separate itemized budget sheet reflecting actual grant expenditures. All reports will be kept in a file that will be available, upon request, to faculty and staff for future reference. Failure to submit a final report may affect eligibility for future Pendleton Student Research and Production grants.

The grant must be expended completely by **Thursday, December 12, 2024** and you must provide original itemized receipts showing proof of payment as documentation for all reimbursable expenses by that date.

The report, final budget and receipts for reimbursement should be submitted to Brandy Hawley at [bhawley@ithaca.edu](mailto:bhawley@ithaca.edu) by **Thursday, December 12, 2024 at 5:00 p.m. EST.**

### **Acknowledgment of Grant**

All projects are required to acknowledge the grant in writing within the credits of the project. If no credits are planned for the project, an acknowledgment must be made in writing within the project. The credit must include the following precise language: “made possible in part by a James B. Pendleton Grant from the Roy H. Park School of Communications at Ithaca College.” Please note that the full name of Mr. Pendleton should always be used when crediting the grant.

### **Digital Access**

Film and video projects: You must provide digital access to the project (in full, or as an excerpt, trailer, reel, etc.). Please reach out to Prof. Brad Lewter at [blewter@ithaca.edu](mailto:blewter@ithaca.edu) by **Thursday, December 12, 2024 at 5:00 p.m. EST.**

## **Reimbursement for Expenses**

You must provide dated, original itemized receipts, showing proof of payment as documentation for all reimbursable expenses. All receipts must be dated for the College’s current fiscal year and for the timeframe (semester) in which this project grant is awarded. We can only reimburse the items that were listed on your budget, minus sales tax.

Any expenses incurred above and beyond the original grant amount will not be reimbursed. Any project that varies drastically from the original approved proposal will not receive funding.

**Recipients must email Brandy Hawley ([bhawley@ithaca.edu](mailto:bhawley@ithaca.edu)) with the dated, itemized receipts, showing how the items were paid for upon completion of the project, or by the deadline in the award notice to complete the reimbursement process.**

**\*Please send files as an email attachment compatible with both Mac and PC (e.g., PDF or Word), with your last name in the name of each attachment you submit.**

Please note: Due to the holiday break, reimbursements may not be fully processed until January 2025.

After receiving the receipts, Brandy will enter your permanent (home) address into the IC Finance Cloud and you’ll receive an email invitation with instructions and a link to become a registered supplier in our Oracle Fusion application, where you can add the banking details for electronic funds transfer (EFT), if that’s how you prefer to be paid. You may already be set up if you have been reimbursed for expenses prior to this grant. (This is not the same system as student employment / payroll payments.)

## **Grant Review and Selection Process**

The Pendleton Grants Committee will review all applications and make final recommendations to the Dean of the Roy H. Park School of Communications, Amy P. Falkner. Additional information about what the committee will value in reviewing, may be addressed to the committee chair, William Ressler at [wressler@ithaca.edu](mailto:wressler@ithaca.edu).