

## Learning Beyond the Classroom for Students

**\*\*NEW Policy for 2009-2010\*\***

**Learning Beyond the Classroom grants provide funding up to \$1,500. Student applications are limited to *one per year* and can only be accessed through a new online application <https://urapply.nd.edu>. Paper proposals will no longer be available.**

### Who is Eligible?

All undergraduate students in good standing pursuing a degree in the College of Arts and Letters

The **deadline** for submitting proposals for fall 2009 is **Friday, October 2, 2009**; this includes Christmas break proposals.

### Mission

With Learning Beyond the Classroom Grants, we hope to give students occasions to attend conferences (as opposed to presenting their own research), conduct classroom research (i.e., unrelated to a thesis), attend cultural events, conduct research at relevant archives, museums, and exhibits, and under certain circumstances, plan service projects in the U.S. or abroad.

### Guidelines for Students

Students should submit a **500-word single-spaced proposal**, providing a detailed description of the following:

- The proposed event, cultural excursion, or other activity
  - A clear explanation of learning goals – the ways attending a specific excursion, event, or activity will help advance learning beyond the classroom
  - An itemized budget for expenses (e.g., for travel, lodging, tickets for a performance)
1. Applications should be accompanied by a **faculty recommendation**, explaining the ways that a specific excursion, event, or activity will help advance student learning.
  2. Students who seek funding for research in a class must show how a given course paper goes above and beyond course requirements.

Although you can apply for up to \$1,500, we limit expenses to **travel**; on occasion, we provide **conference fees** and **lodging**. Proposals requesting funding for travel need to be in **at least two weeks prior to the travel date**. We cannot provide tuition, food, books, and the like.

LBC provides funding through *reimbursement only*; however, we will *prepay airline tickets* if you use **Anthony Travel** located on campus in the LaFortune Student Center. Expenses, along with **receipts**, will need to be submitted through an online expense report [http://controller.nd.edu/forms/travel\\_expense\\_excel.xls](http://controller.nd.edu/forms/travel_expense_excel.xls); please note, we do not honor per diems.

In order for us to complete the processing of reimbursement, we expect you to submit a **one-page report** describing what you did to fulfill the learning goals you described in your proposal.

Proposals for research that are part of a thesis or capstone project should be directed to the **Undergraduate Research Opportunity Program (UROP)** in 101 O'Shaughnessy. Similarly, students who seek funding to present research at a conference should seek funding from UROP.

Also, please understand that *we will not fund* projects that take you out of class.

Finally, please keep in mind that it is your responsibility to insure that a faculty member submits a letter of recommendation in a timely manner. We will not review your proposal until we receive this letter. Your recommender should address your ability to successfully complete the project proposed.

### **SPRING 2010**

LBC grant proposals for Spring 2010 semester deadline is **February 12, 2010**; this includes Spring break proposals.

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**Note:** Learning Beyond the Classroom Grants should not be confused with [Undergraduate Research Opportunity Grants](#), which are available for students undertaking research projects with a faculty supervisor – particularly projects that lead to or are a part of students' capstone experience or thesis research. For information and application forms, visit the Institute for Scholarship in the Liberal Arts at: <http://www.nd.edu/~isla/UROP/resources.htm>.

### **Types of Proposals Funded in 2008-09**

Learning Beyond the Classroom Grants provided support for four kinds of activities during the 2008-2009 academic year:

- Students received grants to conduct preliminary research that in the future would lead to a capstone project or thesis. Students also received funds to do research for course papers when the proposed research entailed going well beyond the expectations of the course requirements. This was the case for one student who in studying papal leadership traveled to Rome to conduct interviews with Church leaders.
- Students received support for internships, but students and faculty are encouraged to work with the Nanovic and Kellogg Institutes before applying for funding from the Learning Beyond the Classroom Grants program.
- Students received funds to attend professional conferences when students have demonstrated that the topic is related to students' coursework or their major. (Students presenting their own research should apply for a grant from UROP.) Students participating in University-sponsored clubs have also received grants to attend conferences when they can show that the experience will influence or change the work they are doing on campus.

