MarymountManhattan
a college of the liberal arts

Donaldson Award: Faculty Guidelines

<u>Overview</u>

 In October 2004, the Oliver and Jennie R. Donaldson Charitable Trust provided Marymount Manhattan College with a generous gift to help student's present scholarly research at conferences around the country and the world. From this gift Marymount Manhattan established the Donaldson Awards.

The general guidelines for application require current students to have been at Marymount for at least two semesters and have a cumulative GPA of 3.0 or higher. Faculty sponsorship is required. Also, as the Donaldson is a restricted fund, there are limitations on what the award can be used for. Students may apply the award to conference registration fees, transportation/travel and hotel related expenses only.

<u>Faculty Information</u>

When a faculty member meets with a student to discuss a potential application they should make sure the student is aware of the following:

- That they must apply in advance for funding from this program.
- Applications submitted for funding, after the participants have attended the event, will not be processed.
- The faculty sponsor must sign off on the completed application packet prior to the student submitting it to Academic Affairs.
- *The Donaldson Award is a restricted fund which means that only conference registration fees, transportation/travel and hotel related expenses are covered. Expenses for other items cannot be reimbursed.*

<u>Student Application Procedures</u>

1. Applications for Donaldson Awards must be submitted to Academic Affairs at least 2 weeks prior to the scheduled conference.
2. Applications must include a copy of the abstract that will be submitted to the conference organizers.
3. Applications for Donaldson Awards require a review by the Director of Academic Administration and the approval of the award by the Vice-President for Academic Affairs.
4. The following must be submitted with the application form for the review to be completed:
    - A copy of the Flyer/Brochure from conference showing date of conference and registration fee.
    - A Copy of email or letter to you or your faculty sponsor informing you of your acceptance to attend and present at the conference.
    - Approval by your faculty sponsor as evidenced by their signature on the Application Form.
    - A copy of estimated or actual round trip airfare/train of if driving mileage from travel website
    - A copy of estimated or actual hotel rate from travel website
    - A copy of estimated inner city transportation, if necessary (cabs to/from airport, etc.)
5. **Application Forms submitted without the above documentation will not be reviewed.**

6. The applicant and the faculty sponsor will be notified of the approval or denial of the application via letter. The approval letter will specify the amount awarded, and any restrictions (other than those specified above) on the use of the approved funding.

Reimbursement Procedures for Donaldson Award Expenses

In order to receive reimbursement for an approved Donaldson Award the student must:

1. Submit all **<u>original</u>** receipts (airline tickets, train tickets, cab receipts etc…) using the Marymount Manhattan approved Expense Report Form.
2. The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
3. You can only be reimbursed for the actual receipts submitted to us as follows:
   - If your receipts are under the amount awarded you will only be reimbursed for actual total of the receipts.
   - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the amount of the award.
4. Attach a copy of your award letter to the Expense Report Form.