Fletcher Educational Enrichment Fund

APPLICATION DEADLINES

November 1
February 1
April 1

Awards up to $3,000 for approved research and experiential activities

Note: The Fletcher Educational Enrichment Fund Committee will consider applications submitted outside of these deadlines, funds permitting, with preference given to those that comply with the deadlines. The Committee will respond to requests within one month of submission.

Fletcher’s Educational Enrichment Fund provides funding which will have a significant, if not pivotal, impact on a student’s academic experience. The Fund makes grants of up to a maximum $3,000 to allow students to participate in a variety of experiential activities that extend and enrich their study program. Examples include research, conference presentations, conference attendance, participation in a competition, purchase of unusual/unique supplies or equipment, or other activities directly related to a student’s academic and professional goals. Grants can be used to cover travel or other research related expenses. In addition, The Fletcher School considers student research and experiential learning to be a valuable contributor to curricular development and marketing content, and may choose to feature student projects on its website or publications. Details on eligibility and the application process are below.

Eligibility & Requirements:

- Fletcher Educational Enrichment Funding is available to all Fletcher degree candidates in any stage of their degree program.
- Grant funding must normally be spent before degree completion.
- Grant proposals must be submitted before proposed activities, with adequate time for Committee review. The Committee will respond within one month of submission, and will review proposals within shorter timeframes on a case-by-case basis. Post-hoc proposals submitted for past activities will not be reviewed.
- Grants are not available for direct internship expenses, for group treks (e.g. Israel trek, Colombia trek), nor for DC and NYC career trips. Grants are generally not available for unfunded activities
or programming sponsored by other Fletcher departments. Grant funding may not be used toward the costs of tuition or living expenses.

- Preference is given to first-time applicants, and to candidates who have not received prior funding (non-scholarship) from other Fletcher departments.

**Application Process:**

- Applicants must submit the following to Fletcher’s Educational Enrichment Fund Committee, Fletcher Office of Admissions and Financial Aid:
  - Fletcher Educational Enrichment Fund application form
  - Resume
  - Unofficial Fletcher transcript
  - Grant Proposal (2 page maximum) outlining how, when and where the grant will be used and how the proposed activity directly relates to specific academic and professional goals. Grant proposals should include specifics such as research methodology, proposed interviews, surveys, existing contacts and plans, etc.
  - Budget Proposal (1 page maximum) including total amount requested (up to $3,000), as well as line items of estimated travel and/or research (e.g. transportation, lodging, conference attendance, supplies, research materials, etc.). Budget proposals must indicate other sources of funding for the proposed activity. Lodging rates for domestic and international travel may be estimated using the US federal government standard rates (www.gsa.gov/perdiem).

- The Fletcher Educational Enrichment Fund Committee, made up of faculty and staff, will review and respond to requests within one month. Awards will be made based on the strength and relevance of each proposal. Grant amounts will be based on the availability of funds and volume of applications, and may be awarded in any amount up to the maximum $3,000.

- **Please note:** Per the template provided, if proposed research involves human subjects and/or interviews, surveys, or interaction taking place with non-executive subjects, the Fletcher Educational Enrichment Fund Committee requires proof of approval or exemption from the Tufts University Institutional Review Board (IRB). For IRB guidelines, please visit: http://www.tufts.edu/central/research/IRB/.

- **All international travel** must be registered in the Tufts Travel Registry, per university policy. If your proposal involves travel to a country with a current U.S. State Department Travel Warning, you must complete the Tufts Travel Review Process. Please note that The Review Committee for International Travel Safety requires submission of required information at least 4 weeks prior to departure.

**Grant Disbursement:**

- Grants will be disbursed as reimbursements once travel has been completed and/or other budgeted expenses have been incurred.
• Recipients will be responsible for covering up-front costs and submitting detailed expense documentation after their travel/research is completed.
• Awardees are required to sign a funding agreement, and will be responsible for appropriate expense report documentation in accordance with Tufts University guidelines.

Post Grant Requirement:

• Recipients will be required to submit a one page report outlining how the grant was utilized, learning outcomes and relevance to proposed goals, along with a minimum of five photos from the experience. Report and photos may be adapted for use in a blog post or other website content.
• Recipients will have 30 days to complete the expense reimbursement process.

For more information, contact Dan Birdsall at daniel.birdsall@tufts.edu.