

**GUIDELINES FOR PREPARING AND SUBMITTING PROPOSALS FOR FUNDING
THROUGH
*THE STEWART K. McCROSKEY MEMORIAL FUND***

The Stewart K. McCroskey Memorial Fund

The Stewart K. McCroskey Memorial fund was established in 1993 by the McCroskey family to honor and foster the memory of Stewart K. McCroskey. Stewart, who was a graduate student in Geography at the time of his illness and death, was especially interested in the people of the Caribbean and their relationships to their environment. His research examined water management strategies on the dry island of Antigua, but he was sincerely interested in a wide range of geographic questions and environments. Ongoing contributions continue to strengthen the Stewart K. McCroskey memorial Fund. The Fund is, in part, an endowment managed to produce income over the long-term and, in part, intended to be dispensed in the short-term, while Stewart's presence in the department remains fresh in the memory of those who knew him.

Purposes of the Fund

- To support field research by graduate students, rising senior and senior undergraduate students, and faculty members in Geography.
- To assist geography students with cost of attending professional meetings, and special seminars, and workshops.
- To purchase specialized field equipment and supplies, not to exceed \$500 per grantee.

How to Apply for a Grant from the Stewart K McCroskey Memorial Fund

1. Submit a proposal, not exceeding two pages including the budget that describes
 - Purpose for which funds are requested;
 - How funds will be used;
 - Amount requested, and an estimate of itemized and total project costs;
 - Amount of funds awarded or expected from other sources, including personal funds, toward meeting the costs of the project.
2. With proposal, include supporting letter from faculty advisor or (if proposal is from member of the faculty) include letter of justification that specifies how funds will assist students in their field research.
3. Proposals may be submitted at any time, but should normally be submitted prior to October 15th, January 15th, and April 15th of each academic year, clearly stating the quarter/deadline for which the proposed work is submitted.
4. Email the proposal and the letter of recommendation (docx or pdf, both versions okay) to the committee chair on or before the deadline.

Funding Decisions

Funding Decisions are made by the Oversight Committee. The Oversight Committee, appointed by the Head of the Department of Geography consists of four members of the faculty, one graduate student and one undergraduate student. It normally meets three times each year, within the two weeks of each proposal deadline, and announces funding decisions by letter and/or email within a week of the meeting. The Department Head may call *ad hoc* meetings of the Oversight Committee in special circumstances.

Requirements of Those Awarded Grants

If your proposal is funded, you will need to meet with the Geography Department Administrative Services Assistant (currently Ms. Norma Gaylon) regarding how to file for the funds, records and receipts that must be submitted with expense vouchers, and other information pertinent to receiving reimbursement or, when essential, advance of funds for travel. Do this as soon as possible. Be forewarned that those who wait until the last minute to secure appropriate information may find that advance and/or reimbursement are not possible.

All equipment and other expendable supplies purchased with McCroskey funds are property of the Department of Geography.

Those awarded grants are required to write and send a thank you letter to the McCroskey Family (Jill Coupe and Hope Williamson) within a month of being notified of receiving funds. The thank you letter should be an expression of appreciation for the support and a brief description of the project being undertaken by the student and how the McCroskey Funding is essential to that project. Students should submit thank you letters to the Chair of the McCroskey Committee for review. After the Committee Chair's review, the awardee will print it on departmental letter head and get it mailed through the department's postage. The awardee must also make a copy of the same for the Committee chair. Those awarded are also required to furnish the department with a report that includes information on scholarly and other achievements resulting from the research of professional experience. The report must be received by the chair of the McCroskey Committee within six months following completion of the project for which the grant was awarded. The McCroskey Chair keeps copies of all reports and thank you letters that are submitted to the Department Head at the end of the academic year for record-keeping, fund-raising and audit purposes.