

Student Opportunity Fund Application Details
Direct all questions to sof@skidmore.edu

Please name your files Last name, First name - SOF - Document Name.

Note: Incomplete applications will not be considered. Please submit all five documents at the same time to sof@skidmore.edu.

1. Application Form

Fill in the Application Form found on the web page.

2. Project description

Please provide a brief, one-page description (single-spaced) of the research or creative project. Applications that do not meet high standards of clarity, coherence, and accuracy will be rejected. Your description must include the following information:

- Project title
- Focus of your project
- Methodology
- Feasibility
- Justification of proposed expenses (separate from the submitted budget)
- Impact on your Skidmore education
- Impact on the Skidmore community

If you are collaborating with anyone – faculty, student, staff – the nature and extent of that collaboration.

3. Budget

Please provide a detailed and itemized budget for anticipated expenses. Include a description of other sources of funds. Estimates and round figures are not acceptable. Create the budget either as a PDF or in an Excel spreadsheet. If travel is involved in the project, be certain to show why it is essential. If you choose to travel by car, you need to adhere to the [Skidmore College Motor Vehicle Policy](#), in the use of either a personal vehicle or a Skidmore fleet vehicle.

4. Faculty Recommendation

Your faculty sponsor should fill out the recommendation form found on the web page and forward to you to submit with your application.

5. W9 Form.

Complete the form and sign. Submit a scan or picture of your W9 form.

Arts Project (portfolio)

For art projects, describe the themes you explore in your work(s) and submit a portfolio of work(s) that illustrate project goals (an electronic portfolio is fine). Funds may not be used to purchase materials routinely required in studio art courses. Funds may be used to upgrade or expand materials that support innovation and independent, creative growth.

Groups

For groups presenting together, students can duplicate the project description, conference presentation approval and faculty recommendation documents; however, each student must submit their own application which includes each of the five documents list above.

Research involving human subjects or vertebrate animals (IRB / IACUC approval)

If this study involves human subjects or vertebrate animals, you must consult with Skidmore's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), respectively, to determine whether you need to submit an application for review and approval. IRB approval is required if your research 1) involves human subjects (i.e., a living individual about whom an investigator conducting research: obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens); and 2) meets the federal definition of research (i.e., a systematic investigation designed to develop or contribute to generalizable knowledge). IACUC approval is required if your research involves vertebrate animals, such as mice, rats, fish, reptiles and birds. Wildlife studies involving vertebrate animals also require IACUC approval. Indicate in your application if you need IRB or IACUC approval. All student investigators conducting research involving human subjects or vertebrate animals are expected to conduct their research in an appropriate and ethical manner, and both student investigators and their faculty sponsor must take the appropriate training through CITI Program.