

Application Checklist

- ☐ 1-2 page summary
- ☐ Cost estimates/receipts

HONORS PROJECT FUND APPLICATION INSTRUCTIONS

Barrett, the Honors College offers up to \$750 of funding to cover expenses related to special projects. The funds may be used to cover conference or annual meeting costs such as travel, hotel, registration fees or other academic projects and related supplies. The Honors Project Fund is designed for non-thesis related expenses. If you are requesting reimbursement for expenses related to the investigation, design or execution of your thesis, please use the Thesis Reimbursement Application.

Due Date: Applications and all materials must be submitted by the honors thesis deadline of the academic year. Upcoming Deadlines:

- Fall 2017: November 17, 2017
- Spring 2018: April 20, 2018

Applications will not be accepted and cannot be processed by ASU after the due date.

This is a reimbursement. Approval for expenses can be granted in advance, however you will need to submit ORIGINAL receipts in order for payment to be processed. No funds will be paid in advance.

- Travel must be completed before the reimbursement due date. No travel will be approved that occurs after the due date.
- You may only apply for funding once, regardless of the amount of money that you are requesting on the application.
- All items purchased with funding must be expendable items or if purchasing equipment, the cost for the item needs to be under \$100. Personal items are not eligible for reimbursement. Contact Christine Fleetwood with questions before purchasing.

Applications are reviewed on an on-going basis and students will be notified of approval and next steps via email from Christine Fleetwood. Please contact Christine Fleetwood with any questions: Christine.Fleetwood@asu.edu or (480)-727-7640.

Financial Aid Requirements: If you have submitted a Federal Financial Aid (FASFA), you may be asked to provide additional documentation. Christine Fleetwood from the Barrett Business office will contact you if necessary.

Reimbursement Checklist

Submit to Barrett, the Honors College, Attn: Christine Fleetwood:

- ☐ Complete application form: printed or typed including all signatures.
- ☐ Complete "Description of Expenses" section with a detailed list of items and costs.
- ☐ Attach a 1-2 page summary outlining the project and how it will enhance your academic goals.
- ☐ For travel related expenses, include a printout (i.e. from expedia.com) showing the approximate airfare and hotel charges. For conferences, please also include conference itinerary.

HONORS PROJECT FUND REIMBURSEMENT APPLICATION

Complete all fields below and attach 1-2 page summary and estimated costs/receipts.

Note: You can only submit this application for funding once, regardless of the amount requested.

Student Name

ASU ID #

Major(s)

Expected Date: ASU Graduation

Student Mailing Address (including city, state & zip)

Student ASU Email

*Are you a National Merit Scholar, National Achievement Scholar or a National Hispanic Scholar?
Please circle: Yes or No

Please include a detailed description of items and estimated costs.

DESCRIPTION OF EXPENSES

ESTIMATED COST

TOTAL

Student Signature

Date

FOR ADMINISTRATIVE USE ONLY

Reviewed By _____ Date _____

Amount Awarded \$ _____