

## Checklist for Summer MAP Applications

For more information, see [Planning a Summer MAP](#) and the [MAP FAQ](#) page.  
If you still have questions, please contact the Associate Dean's Office.

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- Faculty member [requests funding](#) *Due Feb. 5, 2010*
  - Request should answer the following questions:
    - What preliminary questions will be outlined in the MAP proposal?
    - What scholarly products will be associated with this project?
    - How is the student prepared to partake in this advanced research?
    - Will the faculty director and student be away from each other for any portion of the project (max. 2 weeks) and will this affect the project?
  - Budget should include student stipend plus any additional resources necessary to complete the project.
    - Examples of Covered Expenses:  
Consumable research materials  
Student research travel necessary for completion of project\*  
Poster printing for Family Weekend (do not include in budget request)
    - Examples of Expenses not covered:  
Books  
Photocopying (modest expenses should be charged to the dept.)  
Refreshments for public presentation (charge to the dept.)  
Equipment  
Meals to discuss projects
- Faculty member receives MAP and budget approval from Dean's Office. "Student Copy" of budget should be attached to the student's application (see below). *End-Of-February*
- Faculty member and student submit "[Student Information](#)" to the Dean's Office. *Due April 1, 2010*
- Student completes [MAP application form](#) and submits to Registrar's Office.
  - Attach "Student Copy" of budget, provided with faculty MAP and budget approval, with Part A of the student MAP application. *Due May 3, 2010*
  - Plan ahead!** It may be difficult to obtain signatures necessary to complete the application.
  - Students on OCS in the spring semester should submit materials according to Part B deadlines. *Due June 7, 2010*
- Student MAP application approval notification sent to student by Registrar's Office
- Student picks up housing and study space keys from security; extended access hours to academic work space begin (if applicable). *June 1, 2010*

\*Travel to present the final MAP product should be requested through the [online form](#) upon completion of the project and acceptance of the presentation.