

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.

- Faculty member [requests funding](#)
 - 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).
- Faculty member and student submit "[Student Information](#)" to the Dean's Office.
- 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.
 - 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.
- 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).

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