

## 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](#)
  - 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 completes [MAP application form](#) and submits to Registrar's Office.
  - Plan ahead!** It may be difficult to obtain signatures necessary to complete the application.
  - Make sure the application is complete.** Incomplete information will delay registration. While group MAPs can share a common project description, sections indicating preparation for the project must be individually authored.
- Faculty can request meeting spaces through their Academic Support Assistants.
- Student MAP application approval notification sent to student by Registrar's Office

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