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 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.