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.

- Students in the Humanities and Social Studies complete the Summer MAP Student Information form. Study spaces are provided for individual work. These spaces are not intended as meeting spaces with faculty. Faculty can request meeting spaces through their Academic Support Assistants.

- Student MAP application approval notification sent to student by Registrar’s Office

- Student picks up 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.