

<p style="text-align: center;">Funding from the Havighurst Center for Russian and Post-Soviet Studies Harrison Hall 116 Miami University</p>

The Fund

The Havighurst Center for Russian and Post-Soviet Studies was established as the result of a multi-million dollar endowment from Walter Havighurst, a longtime Miami University English professor and author. A portion of this endowment has been set aside to provide support for Miami University faculty and staff who are interested in expanding faculty, student, and community awareness of post-Soviet Russia and the surrounding region.

General Guidelines

- Proposals must come from faculty or full-time staff.
- Projects to be funded must have a clearly defined objective in keeping with the goal of increasing awareness of post-Soviet Russia and the surrounding region.
- Student projects/travel can be funded if sponsored by a faculty member/advisor.
- The project must be defined in ways that will demonstrate the benefits to be derived by the university community.
- Proposals may receive full or partial funding based on merit and the availability of funds.
- Projects crossing departmental and divisional lines are encouraged.
- Proposals may not include requests for honoraria or other compensation for Miami faculty or staff participation in an on-campus event.
- The Fund does not support individual faculty research projects or travel to conferences.
- Proposals may be strengthened if evidence is submitted that partial support has been obtained or is being sought from other funding sources.

Submission of Proposals

It is expected that two rounds of competition will occur each academic year, one in the Fall for projects to be carried out the following Spring/Summer, and one in the Spring for projects to be carried out in the Fall of the next academic year.

- One (1) original and eight (8) copies of the entire proposal should be submitted to the Havighurst Center for Russian and Post-Soviet Studies, Harrison Hall 116, by the posted deadline.
- The proposal for funding should be submitted ***along with***
 - the completed attached signed cover page
 - An itemized budget (sample format attached)
 - Audience development method

The proposal should not exceed five double-spaced pages in length. It must outline the details of the project, and include expected outcomes, time-frame for completion, expected number of attendees/audience and audience development methods (Miami Calendar, flyers, e-News, listservs, faculty emails) and a budget (see above).

Application Cover Page

Havighurst Center for Russian and Post-Soviet Studies Project Grant

Havighurst Center
Harrison Hall Rm 116
Miami University

APPLICATION INFORMATION:

Applicant's Name: _____

Co-Applicants or Sponsors, if any: _____

Applicant's Department: _____

Project Name: _____

Estimated Project Date/Duration: from _____ to _____

Dollar Amount Request: _____

PROJECT ABSTRACT (in space provided below; full proposals may be attached separately):

SIGNATURES:

Applicant: _____ Date: _____

Department Chair or
Program Director: _____ Date: _____

Audience Development

Location of Event: _____

Total Capacity/Expected Attendance: _____

Students will be required to attend

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Students will be encouraged to attend

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Course _____

Number of Seats _____

Advertising:

_____ Miami Event Calendar

_____ E-news

_____ Miami Student

_____ Flyers

_____ Emails/Listservs _____

Additional Information:

HAVIGHURST GRANT BUDGET FORM

(You may use this format or provide your own)

Honorarium(s) \$_____/honoraria x _____# people = _____

Lodging \$_____/night x ____#nights x ____#people = _____

Meals

Breakfast \$_____/meal x ____#meals x ____#people = _____

Lunch \$_____/meal x _____ #meals x _____ #people = _____

Dinner \$_____/meal x _____#meals x _____#people = _____

Reception(s) _____

TOTAL

Transportation

Airfare

Airport Shuttle or Taxis

Mileage reimbursement (if driving)

Other expenses (please explain and itemize):

TOTAL FUNDING NEEDED

ADDITIONAL SOURCES OF FUNDING:

Have you requested additional funding from other sources? ____ Y ____ N

Please List Sources and amount of additional funding sources:

\$ _____

\$ _____

\$ _____

\$