SEEKING FUNDING?

- Visit DavisConnects as soon as you can! Our lobby area is open to the entire community as a social, meeting, or study space. Meet with your DavisConnects advisor to develop ideas for specific global, internship, or research opportunities.

- Browse the DavisConnects website and read funding information for students, especially Important Considerations.

- Begin by collecting all the information you can about the experience including contact info, key people, potential contributions you could make, and level of feasibility. Contact the organization or supervisor when appropriate.

- If you have made some progress in securing that opportunity, begin to craft your application materials. BE SURE TO CHECK THE APPLICATION DEADLINES POSTED ON THE WEBSITE. You do not have to secure the opportunity to apply for funds but must provide proof of confirmation before funds are disbursed.

- Use the DavisConnects budget worksheet and attend one of the information sessions on campus to begin calculating all of the costs associated with the experience including travel, meals, housing, etc. A well-thought out and reasonable budget is one of the biggest deciding factors so please follow the guidelines on the worksheet.

- Your proposal is a VERY important to your application. Outline a schedule for yourself to ensure enough time to craft, edit, and revise your message. This is the heart of why you need this funding and is a major component of consideration when the committee makes funding decisions.

- Follow up with the Associate Director of Global Experiences during posted drop-in hours to receive personalized assistance.

- Work with DavisConnects advisors to craft and revise your résumé. This is highly suggested before you upload it to your funding application.

- Identify and reach out to a faculty advisor who would be willing to provide a reference. Confirm that they agree to do this and give them a heads up that they will be contacted during the open application period.

- Visit https://www.colby.edu/davisconnects/student-funding/ to fill out and submit your application on-line during the posted deadline windows.
POST-ACCEPTANCE REQUIREMENTS FOR FUND DISBURSEMENT

- Secure the experience and get an offer letter or email from the organization or supervisor if it is an internship.

- If it is a research position, register the experience through the Registrar as an Independent Study (summer research experiences must be registered for the following fall semester). Take a screenshot or save the confirmation email as proof of registration.

- If it is a Jan Plan Colby course or a Global Innovation or Global Lan course during the fall or spring semester, please save proof of acceptance of enrollment. Your deposit for enrollment will be made automatically by Student Financial Services.

- If it is another type of experience, request a letter of support from your Advising Dean or a Colby faculty member that describes why the experience is helpful to your future career goals or educational experiences. If applicable, please save a letter or email of acceptance to the program.

- For an internship, find and secure a faculty sponsor:
  - Your sponsor can be someone who is comfortable evaluating your internship experience, even outside of their discipline area to grant you credit. This decision is at the discretion of the faculty member.
  - Come to an agreement with your sponsor regarding the format and content of your final project if you are pursuing the optional academic credit hour.

- To register an internship for transcript notation or academic credit, fill out the online application form. You can find detailed information on the Internship page: https://www.colby.edu/davisconnects/internships/

  This application requires specifics such as company name, address, site supervisor’s name, and hours to be worked. The minimum number of hours onsite for an internship is 100 hours. Most Jan Plan internships involve 30 hours per week. The application also requires a detailed proposal that should:

  1. Specify the anticipated responsibilities or projects.
  2. State what you hope to learn.
  3. State how the internship relates to your long-term goals, such as exploring a career field.
  4. Specify the nature and scope of the final academic product if you are applying for the optional academic credit hour.

- You will receive a confirmation email if your faculty sponsor and DavisConnects approves your internship. Your internship will appear as an “090” course on your schedule. If you were approved for academic credit, the one credit will show there. You may register for transcript notation only, which does not require a final project (academic credit requires a final project to be completed). Please note: you MUST complete a daily journal and at least 100 working hours regardless of which option you choose.

- Upload proof of registration using the saved screenshot or email confirmation.
POST-ACCEPTANCE REQUIREMENTS FOR FUND DISBURSEMENT

You will be required to fill out the following forms provided in the post-acceptance application portal (except for Colby faculty led Jan Plan credit courses and Global Innovation or Global Lab courses during the fall or spring semester. These are collected by faculty):

1) If you WILL NOT BE supervised by a Colby staff or faculty member who is on the ground with you, for a portion of or for the entire duration of your experience, you will be required to fill out a Release of Liability form.

2) If you WILL BE supervised by a Colby staff or faculty member who is on the ground with you, for a portion of or for the entire duration of your experience, you will be required to fill out the following forms:

   - Assumption of Risk

   - Emergency Medical Release and Consent to Treatment. This must be signed by the student (and the parent if the student is under 18).

   - Confidential Mental Health History. If there are any "Yes" answers on the form, it MUST be completed by a home provider or by making an appointment with Colby Counseling Services at (207)-859-4490. If all answers on the form are "No" please simply sign and date.

   - Confidential Health History. If this is a domestic destination (your home country) this form may be completed by a home provider or by making a "records review appointment" with the nurse at Colby Health Services at (207)-859-4460. If this an abroad location (outside your home country, including the U.S. if you are an international student), this form may be completed by a home provider or by making a "travel physical appointment" with one of the nurse practitioners or doctors at Colby Health Services at (207)-859-4460. Please fill out the information at the top and then have the designee (nurse) or provider (doctor or nurse practitioner) fill out and sign the rest of the form.

3) Confirmation of committee approval if traveling to a State Department Level III country.

Colby College does not allow travel to countries under U.S. State Dept. Travel Advisory Level 4 countries and discourages travel to countries and participation in programs under U.S. State Department Travel Advisory Level 3. Students wishing to travel to a country currently under U.S. State Department Travel Advisory Level 3 are required to submit a petition to the Travel Advisory Review Committee providing a complete description of and justification for their study/travel at a Travel Advisory Level 3 site. Please contact OCS for a copy of the Travel Advisory Petition guidelines by writing them at offcamp@colby.edu. If approved, the student and his/her parents will then be required to sign a second waiver as part of the application for approval process.

4) Register your travel details on the Colby Travel Registry found here: http://www.colby.edu/offcampus/travel-registry/. Upload email confirmation of registration.

5) All students funded by DavisConnects and traveling to an abroad destination will be automatically enrolled in mandatory comprehensive travel/medical insurance under the iNext Ultimate Plan. You are welcome to arrange for any additional insurance that you consider adequate to meet any and all needs for payment of medical or other travel-related expenses. Please click on the links below for more information about iNext:

inext.com/plans/individual/comprehensive/
inext.com/downloads/summary/Comp_Ultimate_COC.pdf
TO DO BEFORE, DURING, AND AFTER YOUR EXPERIENCE

Before:

☐ Submit all information and forms required for fund disbursement in advance of the deadlines.

During:

For an internship:

☐ Keep a daily journal describing the day’s activities and experiences, responsibilities, and hours worked.

☐ If you have registered for academic credit, complete your final project.

☐ Request that your supervisor send a letter or email to your faculty sponsor evaluating your performance and hours worked.

For an independent research study or other type of experience:

☐ Work with your supervisor or sponsor organization to complete assignments or requirements as applicable. If you are applying for a transfer of credits from an accredited institution please fill out this form: colby.edu/registrar/pdf/transfercredit.pdf

After:

☐ Submit your daily journal, final project, or assignments as needed.

☐ Upon your return to campus, you will be required to complete a post-experience summary to be provided to the donors who have generously funded this experience. Failure to complete this task will result in the revocation of your award. Information will be sent to you with further instructions at the end of your experience.

☐ If your funds are awarded by another program, department, or institution on campus other than DavisConnects, you may be asked to submit additional requirements such as:

- A general report or summary
- An expense report with receipts
- Presentation of research findings at conferences
- Specific promotional activities such as social media posts or submitting photos and video
IMPORTANT CONSIDERATIONS

1. Most funds cap awards at $3,000 but modest exceptions are limited to a case-by-case basis at the discretion of the funding committees.

2. It is very unlikely that you will be funded twice in one academic year but are highly encouraged to apply each year.

3. While all awards are competitive, many grant and fellowship funds are designated for needs-based students; in some cases, applicants must have a current academic year financial aid application at Colby to be eligible. Students who do not receive financial aid are required to fill out a financial need explanation essay question to make the case as to why they are requesting funds.

4. You should not tie your plans to winning these very competitive awards; it’s important for you to make alternative plans in the event you do not qualify or are not selected. Non-refundable deposits for airfare and housing should not be made before award notification unless you are willing to take that loss. There are rare case-by-case exceptions when award notifications are needed for the next funding cycle (i.e. deposits are due for spring experiences during the Jan Plan funding cycle). Please email the Associate Director of Global Experiences well in advance to state your case.

5. Fund awards are not meant to completely reimburse costs but to supplement expenses incurred during the experience (lodging, travel, meals, etc.). No part of the award serves as compensation for the experience even if you will be prevented from accepting paid work necessary for your livelihood. A case for lost wages may be made in the proposed budget and the Financial Need Assessment section. Funding committees may consider this on a compelling case-by-case basis.

6. You do not need to have secured a position to apply for funds administered by DavisConnects, but you will be required to provide proof from the organization before funds are released. You should complete your application based on a specific opportunity that is most likely to take place. Other academic departments may require a letter of confirmation to be uploaded to the funding application.

7. If you are granted funding from another source at Colby, you are required to notify the Associate Director of Global Experiences at DavisConnects. Each funding committee reserves the right to adjust awards for students who receive funding from other sources.

8. Applicants must be current Colby students and not on an involuntary leave of absence during the term in which the award will be used. Rare exceptions will be made on a case-by-case basis if the leave is voluntary and temporary.

9. If plans change and you end up pursuing a different opportunity than that proposed in the application, you will need to resubmit the application with any updates. The funding committee reserves the right to change the award amount previously offered.

10. Many funds are not to be used to pay for tuition or fees from third party programs or courses offered by other college and universities. Funding committees may consider selected programs on a case-by-case basis. Awards are meant to help reimburse costs for internships, research positions, or Jan Plan courses led by Colby faculty.

11. Colby College does not allow travel to countries under U.S. State Dept. Travel Advisory Level 4 countries and discourages travel to countries and participation in programs under U.S. State Department Travel Advisory Level 3. Students wishing to travel to a country currently under U.S. State Department Travel Advisory Level 3 are required to submit a petition to the Travel Advisory Review Committee providing a complete description of and justification for their study/travel at a Travel Advisory Level 3 site. Please contact OCS for a copy of the Travel Advisory Petition guidelines by them at offcamp@colby.edu. If approved, the student and his/her parents will then be required to sign a second waiver as part of the application for approval process.
APPLICATION COMPONENTS TO PREPARE

Questions:

• If applicable, how will this experience significantly expand your awareness of or engagement with international topics? Please explain why if you do not feel as though it is applicable. (150 Words Max)

• Please describe your role and contributions to the organization, supervisor, or as a member of the class). (350 Words Max)

• What are your learning objectives and how will you measure successful outcomes? (350 Words Max)

• How will this experience enhance your time at Colby? If you feel it is applicable, how will this experience contribute to your post-graduate plans? (350 Words Max)

• If you do not currently receive financial aid, please explain why you are seeking funding for this experience. If you receive financial aid, please feel free to further explain your level of need as funds are limited. (350 Words Max)

Other Materials:

☐ Work with DavisConnects advisors to craft and revise your résumé. This is highly suggested before you upload it to your funding application.

☐ Identify and reach out to a faculty advisor who would be willing to provide a reference. Confirm that they agree to do this and give them a heads up that they will be contacted during the open application period.

☐ Use the budget worksheet and attend one of the information sessions on campus to begin calculating all of the costs associated with the experience including travel, meals, housing, etc. A well-thought out and reasonable budget is one of the biggest deciding factors so please follow the guidelines on the worksheet.