



# DAVISCONNECTS

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## 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. On the funding application, you will enter their name and email address and they will be sent a brief survey form to fill out.
- Visit <https://www.colby.edu/davisconnects/student-funding/> to fill out and submit your application on-line during the posted deadline windows.



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### **POST-ACCEPTANCE REQUIREMENTS FOR FUND DISBURSEMENT**

The following steps will be required if you are offered an award to fund your experience. You will receive instructions and gain access to the Post-Acceptance Application once you “Accept” the offer in the funding portal. These requirements are due by the Post-Acceptance due date listed on the DavisConnects Student Funding page or funding will not be disbursed.

Once these steps are met, DavisConnects staff will notify Student Financial Services (SFS). Your money will be released via direct deposit (if you have it set up with the College) or by paper check (which can be picked up in the SFS office).

If it is a Colby faculty led Jan Plan credit course or a Global Innovation or Global Lab course during the spring or fall semester, your deposit for enrollment will be made automatically by Student Financial Services. Those students participating in a Colby faculty led course do not need to complete post-acceptance requirements unless prompted to in the offer letter. You should contact your faculty instructor for any pre-departure requirements.

- Secure the experience and get a confirmation of hire or acceptance from the organization (or supervisor) only if you are not being directly supervised by a Colby staff or faculty member.
- If it is a research position, register the experience through the Colby 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. Some internships involve conducting research but should be registered as an official internship. If you are solely working on one specific methodology or fieldwork then consider this a research opportunity and register it as an independent study.
- If it is a Non-Colby course or program, find another faculty member in advance (someone else besides your original reference in the funding application) that is familiar with the program or organization. They will be asked to fill out a short survey, like the reference on the funding application, to confirm the reputability of the organization and the benefit of your particular experience as it relates to your studies and/or career.
- For an internship, you will need to register it but first identify and contact a faculty sponsor. You may choose to register an internship as an independent study if you are seeking more than one credit and as approved by a faculty member. In most cases, you will need to register it as an official internship by following the directions below.
  - 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.



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### **POST-ACCEPTANCE REQUIREMENTS FOR FUND DISBURSEMENT (CONTINUED)**

- To register an internship for transcript notation only or notation with one optional academic credit, fill out the online application form. You can find detailed information and access to the registration application 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 (a lot of this can be taken directly from your funding application) 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 one 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 reflective journal and at least 100 working hours regardless of which option you choose.

Successful completion of internship assignments is a requirement of funding. You may only withdraw (by the due date listed on the internship page) if the internship falls through or due to extenuating circumstances. Otherwise, incomplete requirements will lead to a grade of NC on your transcript.

- Upload proof of registration using the saved screenshot or email confirmation.

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:



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### **POST-ACCEPTANCE REQUIREMENTS FOR FUND DISBURSEMENT (CONTINUED)**

- **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 the destination is within the U.S. or you are an international student returning to 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 you are traveling outside the U.S. to a destination other than your home country, 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 [dcfunding@colby.edu](mailto:dcfunding@colby.edu) for a copy of the Travel Advisory Petition guidelines. 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) If you are traveling outside of the U.S., register your travel details on the Colby Travel Registry found here: <http://www.colby.edu/offcampus/travel-registry/>. Upload email confirmation of registration.**

**5) If you are traveling to a destination outside of the U.S. (except if you are an international student returning to your home country), we will automatically enroll you in mandatory, but complimentary comprehensive travel security/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. iNext insurance is intended to provide medical and travel security coverage for abroad travel but is not a substitute for basic health insurance. Students who are enrolled in the Colby-sponsored student health insurance plan through Cross Insurance are covered within the U.S. and abroad, with the exception of international students; international students do not have coverage in their home country but do have coverage in the U.S. and other nations. See the Cross Insurance webpage for more information at (<http://www2.crossagency.com/2018-2019/colby.php>).**

Please click on the links below for more information about iNext:

[inext.com/plans/individual/comprehensive/](http://inext.com/plans/individual/comprehensive/)

[inext.com/downloads/FAQ/Comp%20Ultimate%20FAQs%20FY19.pdf](http://inext.com/downloads/FAQ/Comp%20Ultimate%20FAQs%20FY19.pdf)

[inext.com/downloads/summary/Comp\\_Ultimate\\_COC.pdf](http://inext.com/downloads/summary/Comp_Ultimate_COC.pdf)



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## TO DO BEFORE, DURING, AND AFTER YOUR EXPERIENCE

### Before:

- Submit all information and forms required for fund disbursement in advance of the Post-Acceptance deadline.

### During:

#### For an *internship*:

- Keep a reflective 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 Study* or a *Non-Colby Course or Program*:

- 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 in advance: [colby.edu/registrar/pdf/transfercredit.pdf](http://colby.edu/registrar/pdf/transfercredit.pdf)

### After:

- Submit your reflective journal, final project, or assignments as needed.
- Upon your return to campus, Donor Relations will reach out to you immediately following your experience with a questionnaire to be completed. Your answers will be shared with donors. This is a requirement for those who received funding for their experiences. **Non-compliance could compromise future funding.**
- 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



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## 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. While you may not be funded twice in one academic year, you 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 encouraged to fill out a financial need explanation statement 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.
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 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, 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.
7. If you are offered an award but your plans change, you will be eligible (and are required) to update and resubmit your application one time by emailing [dcfunding@colby.edu](mailto:dcfunding@colby.edu). The funding committee reserves the right to change the award amount previously offered.
8. 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.
9. 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.
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 will consider selected programs on a case-by-case basis. It is preferred that awards 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 [dcfunding@colby.edu](mailto:dcfunding@colby.edu) for a copy of the Travel Advisory Petition guidelines by them at [offcamp@colby.edu](mailto: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.
12. Funds granted must be used solely for the purpose outlined in the final application submission. Students have an obligation to disclose in writing any changes to the application information or outright cancellation of the experience by emailing [dcfunding@colby.edu](mailto:dcfunding@colby.edu). Failure to do so may result in an obligation to repay or forfeit the funding, and may constitute misconduct under Colby's student and academic misconduct procedures.



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## 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)
- If applicable, please describe the mission or nature of your supervising organization. (200 Words Max)
- If this is a Non-Colby program that involves coursework, please describe the nature of this coursework and if you plan to seek credit transfer. (200 Word Max).
- Please describe your role and discuss your contribution. If this is a course, please outline what you will bring of value to your classmates and instructor as a participant in the course. (350 Words Max)
- What are your learning objectives and how will you measure successful outcomes? Please specify the skills and knowledge that you hope to gain. (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 sent a short survey via email after you enter their information in the funding application.
- 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.



## Budget Form Instructions

Please provide as much detail as possible on this budget sheet including an explanation of how you came to ALL estimated dollar amounts. Each part of the “Estimated Expenses” section should be totaled up and listed below in **A) Total Estimated Expenses**. The “Projected Income” section should reflect any amount that you will contribute to this experience, whether it is a wage if it is a paid position, any additional award money, or personal expenses such as your own savings or a family contribution. Total this amount in **B) Total Projected Income** and then subtract it from **A) Total Estimated Expenses** to equal **C) Grand Total Amount Requested** ( $A - B = C$ ). The grand total at the bottom may be rounded to the nearest dollar.

This form is a protected Word document so each piece of text cannot be edited or deleted (for IRS purposes). In each section, place your cursor in the white space after the instructions to begin typing and press return if you need more space. There is no particular format required as long as there is a listed dollar amount and an explanation of your estimates. Please ensure that the grand total amount requested matches the total funds requested in the funding application. Once you are finished, you will need to save this as a PDF before uploading to the funding application. Contact [dcfunding@colby.edu](mailto:dcfunding@colby.edu) if this form presents any technical or readability issues.

## ESTIMATED EXPENSES

### 1) TOTAL INCLUSIVE PROGRAM COSTS

*If applicable (otherwise skip this step), please total all tuition or fees (administration, housing, etc.) associated with either third party program providers or Colby courses for credit such as faculty led global courses during Jan Plan or spring break.*

*Please break down the total by listing each expense, the type and amount. If this is a Colby faculty led course, you do not need to break down the costs, simply list the total. List the program costs here and then for any additional costs not covered, identify what they are by continuing on to #2 through #8.*

### 2) TOTAL FOOD COSTS

*Food costs are based on your location but should be capped at a maximum of \$20 per day. Every effort should be made to buy groceries instead of eating out.*

### 3) TOTAL HOUSING COSTS

*Every effort needs to be made to find the most affordable option (e.g. an inexpensive apartment on [Craigslist](https://www.craigslist.com), Airbnb, or find a roommate) Rental costs above the median market price for cities will not be considered. Use [apartmentlist.com/rentonomics/rental-price-data/](https://www.apartmentlist.com/rentonomics/rental-price-data/) for U.S. cities and [airbnb.com](https://www.airbnb.com) for international locations. Please cite specific sources if appropriate:*

**4) TOTAL DESTINATION TRAVEL COSTS**

*If traveling outside of the U.S., please find three quotes for airfare and list them below. You may also take into consideration estimated rises in airfare as funds will not be disbursed immediately (all post-acceptance requirements must first be submitted). If connecting domestic airfare is booked through a separate agency or carrier, please note that as well. If you are driving, taking the bus or train within the U.S., please use this section to calculate gas mileage or list fares.*

**5) TOTAL LOCAL TRAVEL COSTS**

*This line item is for travel once you reach your destination, during your experience. You are expected to use public transportation and to find the best deal (i.e. monthly passes). Ubers and taxis will not be covered unless they are critical for safety or the only/most inexpensive option.*

**6) TOTAL TRAVEL RELATED EXPENSES**

*Passport, visas, and other related expenses are eligible for requests. Expedited passport services are considered unreasonable unless there is a compelling reason.*

**7) TOTAL MISCELLANEOUS EXPENSES**

*Other reasonable costs not listed above are eligible. Costs such as clothes or entertainment will not be covered and the funding committee as policy does not fund equipment.*

**8) TOTAL PROJECTED LOST WAGES**

*What is the total amount of wages you'll lose by taking this valuable, unpaid experience? This is reserved for only the most high-need students with compelling reasons and a specific paid employment opportunity lined up. Lost wages are capped at \$500 for Jan Plan and \$2,000 for Summer and will only factor in to a funding decision rather than a guaranteed addition to all other expenses. Please be specific by describing the employment opportunity and calculating an hourly wage or total stipend.*

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**A) TOTAL ESTIMATED EXPENSES**

*Calculate the total of all expenses listed above:*

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**PROJECTED INCOME****1) TOTAL PROJECTED WAGES OR STIPEND**

*Please report the total income expected from the organization or supervisor if this will be a paid position:*

**2) TOTAL PROJECTED CONTRIBUTIONS**

*If you expect to personally contribute or will receive financial support from friends or family, please report and explain if necessary:*

**3) TOTAL OTHER AWARDS RECEIVED**

*Please report any funds received from grants and scholarships already received from other funding sources, whether administered by Colby or outside of the College altogether:*

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**B) TOTAL PROJECTED INCOME**

*Calculate the total of all projected income listed above:*

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**Please feel free to add any additional comments about your budget:**

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**C) GRAND TOTAL AMOUNT REQUESTED**

*Subtract the Total Projected Income from the Total Estimated Expenses ( $A - B = C$ ):*

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