Planning Your Journey Grant Project

TYPICAL STAGES OF PROJECT DEVELOPMENT

Journey Grant projects are experiential-learning opportunities whereby students acquire knowledge, cultivate skills and clarify values through direct experience and focused reflection. Chances are, developing a project that complements your unique talents and interests will take time and forethought, so begin early. If you are uncertain of how to begin, you may find the following description of the typical stages of project development helpful. A sample of previously approved projects and descriptions of project opportunities identified by academic departments are provided on the Journey Grant website.

1. Discuss your project ideas with your academic advisor or another faculty member who shares your interests. Your conversation may initially begin with a general discussion of interests but should grow more focused as you begin to identify the direction you want your project to take.

2. Once you have narrowed your focus to a specific area, you should consider your project goals and whether these goals will best be met through participation in a sponsored project or through the development of a self-designed project. Whereas a sponsored project will involve a program/activity that is developed and managed by a service provider, such as an organization that arranges medical service trips (a Jewell-sponsored project involves a program/activity that awards Jewell credit and/or is organized by a Jewell department, office or student organization), a self-designed project will require you to fully develop an original project idea and outline a plan for the project’s execution.

3. Find a project advisor. Jewell-sponsored programs/activities will typically have an assigned advisor. Otherwise, your advisor could be the same faculty member with whom you began your project discussions, or someone else altogether, but should be someone who has expertise in your area of interest or will share your enthusiasm for the project. Your project advisor should be prepared to assist you in developing the project proposal and, if necessary, in completing your project reflection. You will be required to identify an advisor for your project on the online application and will be asked to confirm that you have consulted the individual identified and obtained his/her consent to serve as your project advisor.

4. Develop your project proposal. Your proposal should include a brief project description, a project rationale describing how your project will enrich your educational experience, a brief description of your project reflection activity and an estimated project budget. As you plan, you should also think through the steps you will need to take to complete your project once your proposal is approved and funding awarded. For example, if you intend to participate in a sponsored program/activity, you should investigate the eligibility requirements and application process.

SUBMITTING YOUR PROJECT APPLICATION

Applications are submitted online via the Journey Grant website and are due by December 15 in the academic year preceding the academic year in which your project will be completed. The online link to submit an application for funding a project during the 2013-2014 academic year will open 1 October 2012 and close 15 December 2012. Once begun, an application cannot be saved and revised/completed at a later date, so be prepared to complete all three parts (described below) in a single session.

Step 1: Applicant’s Personal Information
In step 1 of the application, you will provide personal data including name and contact information.
**Step 2: Project Information**

In step 2 of the application, you will identify the Journey Grant category that best fits your project, your project advisor, the geographic location where you’ll complete your project and your anticipated project start and end dates. While the dates of some sponsored activities/programs may not be finalized at the time of your Journey Grant application, you should be able to provide a general timeframe to indicate when you anticipate completing your project.

During this step, you will also need to provide your project title, a one or two sentence project description, and a three or four sentence rationale describing how the project will enrich your educational experience. There is a character limit, so in crafting your project description and rationale, you should use language that is clear, precise, and descriptive. Think carefully about how your writing will represent your project to the Journey Grant Review Committee. Writing your description and rationale in a separate document and then cutting and pasting into the application may help you better organize your thoughts. You should also be aware that your project title and description may be used in media publications about the Journey Grant Program.

Finally, you will provide a brief description of your planned reflection activity. All Journey Grant projects must include a reflective component. Unless a specific reflection activity is required as part of a Jewell-sponsored program, you can choose a form of reflection that will be most meaningful to you. For further information on the required reflection component, please review the *Reflecting on Your Project Experience* information sheet.

**Step 3: Budget Information**

In step 3 of the application, you will provide information regarding your proposed budget. Your budget should be divided into 5 categories – transportation, lodging/meals, materials/supplies, registration/fees and other – and, you should be prepared to itemize your anticipated expenses within each category. During this step, you will also be asked to itemize any financial support you anticipate receiving from sources other than the Journey Grant Program. These sources could be personal savings, family contributions, other grants, etc. Finally, you will need to indicate the amount of Journey Grant funding you are requesting to support your project. Please keep in mind that the standard Journey Grant award is $2,000, with the opportunity for additional funds awarded on a competitive basis to support stand-out proposals.

**AMENDING YOUR JOURNEY GRANT PROJECT**

To make changes to a project after funding is awarded, you must submit a *Request to Amend a Journey Grant Project* form. If significant changes are made without prior approval, funding may be withdrawn.