

# EDWARD MCKNIGHT BRAWLEY FUND

ESTABLISHED 1993 BY THE BUCKNELL UNIVERSITY BLACK ALUMNI ASSOCIATION

## GUIDELINES

### PURPOSE OF THE E.M. BRAWLEY FUND

The purpose of the E.M. Brawley Fund is to provide monies to underwrite a range of student activities, which includes but is not limited to: tutorials, workshops, research opportunities, internships, Bucknell and non-Bucknell summer study off-campus abroad and/or domestic courses, and discretionary funds that will assist students who have been historically underrepresented in these activities.

*These guidelines recognize the University's continuing obligations under government and other third party regulations and requirements. The implementation of these guidelines is expected to conform to those government and third party requirements (e.g., federal and state financial aid regulations, NCAA and Patriot League financial aid regulations of student-athletes, government or private grant awards and contracts, among others).*

### APPLICATION PROCEDURE

Formal applications requesting funds will be reviewed by a selection committee on a quarterly basis each academic year during the months of September, November, February and April.

Those requesting funds must prepare a proposal for submission.

- **CONFERENCE, COURSE, TUTORIAL & WORKSHOP PROPOSALS**

Students applying for Brawley Funds to supplement to costs of conferences, off-campus courses, Bucknell and non-Bucknell summer study off-campus abroad and/or domestic courses, tutorials and workshops must complete submit the *Conference, Course, Tutorial & Workshop application form*, and supporting documents, to the selection committee for review.

- **RESEARCH PROJECTS**

Research proposals must outline the following:

- 1) Educational purpose for requested fund.
- 2) Methodology of planned research project (where applicable).

- 3) Amount of funds requested and detailed budget.
- 4) Timeline for expending requested funds.
- 5) Location where project is to take place.
- 6) List of other funds secured or sought for same proposal.

Each student is required to have a Bucknell University faculty/staff advisor for the project. The proposal must be discussed with the advisor, and accompanied by a letter of reference that directly supports the proposal from said advisor. The letter should be from a member of either the faculty and/or administrative staff. Proposals may also be submitted by groups of students or organizations.

Preference will be given to those students who have not received a previous award from the E.M. Brawley Fund. *Proposals that address issues of diversity are encouraged.*

### **FUNDING LEVELS**

The E.M. Brawley Fund can provide up to \$2500 on approved proposals. The amount of funds allocated to the successful candidate is dependent upon the scope of the propose project. The following ranges should be used as guidelines. All proposals must be submitted with a detailed budget including an itemized expenditure list that should accompany the final report. Receipts for expenses in excess of \$50 should also be presented.

**Up to \$500**

One day workshops, on-campus tutoring programs, artistic projects, conferences, off-campus workshops, and research projects

**\$501-1000**

Major workshops, special short courses (not Bucknell University courses), research projects

**\$1001-1500**

Research projects, group projects, internships (semester long)

**\$1501-2500**

Major individual or group research projects, long term internships, Bucknell or non-Bucknell summer study off-campus abroad and/or domestic courses (which may involve travel away from campus)

*The selection committee may also allocate funding for student educational opportunities that fall outside of the established categories listed above.*

**SELECTION PROCESS**

The E.M. Brawley Fund selection committee will meet on a quarterly basis during the months of September, November, February and April to review the proposals and determine the merit and consequent prioritization of proposals to be funded. The committee reserves the right to have an independent academic evaluation of any proposal to be considered during the final evaluation process. If the committee finds merit in a proposal but feels that such proposal needs more clarification or documentation the proposal will be returned to the student for revisions. The committee will allow students one opportunity to resubmit their proposal with revisions. The committee also reserves the right to recommend funding at a level different from that sought by the student submitting the proposal.

Proposals recommended for funding are chosen by a simple majority vote by the committee membership. The committee will include the following members: the Associate Provost for Diversity, the Director of Multicultural Student Services, the Director of the Griot Institute for Africana Studies, and a representative from the President's Diversity Council.

**FINAL REPORT**

All funding recipients will be required to submit a final report to the E.M. Brawley Fund selection committee one month after completion of the project via email to [mss@bucknell.edu](mailto:mss@bucknell.edu).

This report is expected to summarize the overall success of the educational opportunity and should feature itemized list of how the Fund was used. Before the submission of research project reports students are encouraged to have their work reviewed by their advisor and/or the Writing Center for editorial suggestions.

- The selection committee may request a Fund recipient to deliver a presentation to the Black Alumni Association during their annual homecoming meeting depending on the subject and scope of the project.
- The committee reserves the right to return a final report for revisions and resubmission until it meets appropriate standards.
- An annual report on the use of the E.M. Brawley Fund will be sent out to all donors of the fund, members of the Black Alumni Association, Bucknell University Relations staff and other Fund stakeholders.

*Updated October 2015 by vote of the Black Alumni Association at their annual on-campus meeting.*