SUBMISSON DATE: _____

Baylor University
GRADUATE SCHOOL
Student Intellectual Community Enhancement Money (SIC'EM) Proposal Application

EVENT NAME: _____

EVENT DATE(S): _____

Department: _____

Sponsoring Organization (if applicable):

_____

EVENT LEADERSHIP CONTACT INFORMATION

Primary Graduate Student Contact	**Secondary Graduate Student Contact**
Name **Email** **Masters/PhD/Other**	**Name** **Email** **Masters/PhD/Other**

Primary Faculty Contact	**Secondary Faculty Contact**
Name **Email**	**Name** **Email**

BUDGET OVERVIEW

Amount of funds secured from department/sponsoring organization: _____

Amount of Funds requested from Graduate School (Maximum: $500.00) _____

_____   _____
Department Chair/Organizational Sponsor Signature   Date

_____   _____
Primary Graduate Student Applicant Signature   Date

EVENT DESCRIPTION

In the space below, please provide a 300 to 500-word proposal describing what you hope to achieve through the project, anticipated impact on the intellectual community, the academic focus, and any other relevant information. Also, address the organizational strategies employed and the division of responsibility among leaders that will enable the team to effectively implement and host the event. Include a detailed description of how you will ensure compliance with all university policies and guidelines, and that approval for activities has been secured with the appropriate university offices or department (e.g., Student Activities, Baylor Science Building, etc.).

SUBMISSON DATE: _____

BUDGET SUMMARY

If the event is a series, please list budget items for each session

Item	Explanation	Detail	Total Cost
Example: Food	*Lunch for First Session*	*15 meals x $8 each*	*$120*

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SIC'EM (Student Intellectual Community Enhancement Money) Proposal Application
Terms & Conditions

Purpose: The SIC'EM (Student Intellectual Community Enhancement Money) grant is provided by the Baylor Graduate School to assist graduate students in promoting academic and intellectual development outside the classroom.

1. <u>To Submit an Application</u> for the SIC'EM grant, the primary or secondary student applicant for the proposed event must:
   - Fill out the above SIC'EM proposal electronic application in its entirety.
   - Secured the approval of 1/3 of the requested funds from the applicant's sponsoring department or organization. The SIC'EM grant is intended to supplement 2/3 of the cost of the proposed event (at a maximum of $500).
   - Submit the completed application to the SIC'EM committee chairperson (via email) for committee review *at least* **2 weeks** prior to the proposed event.

2. <u>To Qualify for</u> *Approval*
   - The proposed event must include significant faculty involvement and promote academic and intellectual development outside of the classroom.
   - The completed SIC'EM proposal must be sent electronically to the SIC'EM committee chairperson (via email) for committee review *at least* **2 weeks** prior to the proposed event.
   - If deemed necessary, the primary or secondary student applicant must revise their submitted SIC'EM application based on the SIC'EM committee's recommendations. The applicants should re-submit the revised application to the SIC'EM committee chairperson for further review.
   - The proposed event must be approved by the SIC'EM committee. Once the event has been approved by the committee, the event has now been *approved.* The applicants thus have been *approved* for use of the proposed SIC'EM Funds, and the aforementioned applicants can proceed with their proposed event.

3. <u>To Qualify for</u> *Reimbursement*
   - The primary or secondary student applicant must:

     i. <u>Submit a 100-word summary</u> of the committee *approved* event **within 14 days** after the event. The summary should be distinct in tone and content from the previously submitted event description, and is intended to be published on the Graduate School's SIC'EM webpage.

     ii. <u>Submit a completed copy of the SIC'EM attendance sheet</u> found on the SIC'EM webpage for their *approved* event **within 14 days** after the event.

     iii. **Submit *electronic* copies (or scans) of ALL original receipts to** Alanna_Martinez@baylor.edu **within 21 DAYS of the event.**

   - If the event is a series, a 100-word summary and a completed SIC'EM attendance sheet is required for only *one* of the proposed events.