

**General Instructions for
Student Awards: Dreyfus, Hoefler**

NEW FALL 2010: Applications must be submitted in Sakai

1. Login to [SAKAI](#) with your PacificNet ID.
2. Enroll in the FRC Organization.
3. Click on the Enrollment Catalog tab.
4. Choose General University Organizations.
5. Click on the Enroll button for FRC.
6. Once you've logged into the site, click on the Resources button. Upload your application in the appropriate sub-folder.
7. If you are requesting salary, notify your Department Chair and Dean of your proposal. Have them do one of the following:
 - a. sign on a paper version of the application, and mail that signed application Office of Sponsored Programs.OR
 - b. E-mail cbrodie@pacific.edu with approval of your proposal

Eligibility/Requirements

- 1.) The student must have the written support of the faculty mentor.
- 2.) The faculty member must demonstrate that there is/was time available to appropriately supervise the project.
- 3.) Reports from any project previously selected for funding by the Faculty Research Committee must have been filed.
- 4.) Each award has other eligibility requirements. Refer to application forms.

Application Instructions

Proposals must include the following parts, in addition to award-specific forms. Refer to applications forms.

- 1.) An application form which includes the names of both the student and the faculty member, the title of the project and an abstract (written in layperson's language) of the project. Adhere to spaces provided on the form, using a font no smaller than 12-point
- 2.) A statement of the relationship of the proposed research to the student's future academic/career plans and objectives.
- 3.) A statement of support from the faculty member on the provided form.
- 4.) A scan of the student's academic transcript . This may be an unofficial copy from *insidepacific*.

Fiscal Administration of Awards

The Office of Sponsored Programs will contact awardees regarding distribution of funds.

Further Questions

Any other questions regarding FRC awards should be directed to

- Members of the Faculty Research Committee. The current committee membership can be found on the University's website at <http://web.pacific.edu/x19981.xml>; or
- Carol Brodie, Office of Sponsored Programs, 209-946-7367, cbrodie@pacific.edu