

# Special Opportunity Grant

## Application Instructions

- It is recommended that you review your idea with the IML Assistant Director BEFORE filling out application materials in order to determine if the opportunity is eligible.
- All application materials must be **typed** and submitted online. The online form features a “Save and Continue Later” option – just click the link next to the Submit button on the bottom of the page and you will be directed to a page with a unique link. You can save this link, or send it via email in order to continue your application at a later time. The provided link expires in 30 days.
- **Degree Program/Major** – please use the formal abbreviation for your degree program (BM, MM, DMA, etc.) and major (AMU, PRL, MUE, JCM, MEI, MEV, etc.) Format “BM AMU” or “MM PRL”. If you are unsure what yours is, please ask!

### About the application:

In order to request approval for funding for a specific opportunity, you must fill out ALL sections of the online application and provide attachments as noted. These include your Funding Request Detail, Opportunity Description, Opportunity Benefit, and any additional supporting documents. Submit all documents to the ALP office with your online application by the stated deadlines. Approval for an award must be granted BEFORE the special opportunity you wish to have funded is undertaken.

### Attachments:

You will be preparing a single document (pdf highly recommended) to upload as an attachment package. All materials must be typed (not handwritten). Please use the following naming convention.

Yourlastname.opportunitytitle.pdf  
(for example, *Smith.NatlOperaAmerConf.pdf*)

### **BE SURE THE DOCUMENTS IN YOUR PACKAGE ARE IN THE ORDER LISTED BELOW.**

1. **Funding Request Detail** – Provide a one-page document detailing expenses in support of your requested funding amount. See additional information under “Funding Request Detail” provided at the end of these instructions.
  2. **Opportunity Description** – Provide a one-page document describing the opportunity you wish to pursue. Be sure to provide detailed evidence of the topics, etc. (as mentioned in the “Purpose” section on the ALP Special Opportunity Grants page). Assume that the committee knows NOTHING about where/what you are proposing. Run it by a friend or a colleague and see if they understand it before submitting.
  3. **Opportunity Benefit** -- Provide a one-page document describing how this opportunity will complement your professional objectives.
  4. **Any additional supporting documents** – Provide any additional documents you feel are relevant in support of your application. This may include a sheet detailing your planned agenda/schedule/sessions to attend for a conference or a shadowing visit, a description of an organization, and/or a biography of a person who is key to the opportunity.
- Don’t forget to spell check! There’s nothing worse than a typo in an application.
  - Your online application must be completed and submitted no later than the stated deadline and time.

**Funding Request Detail**

Please provide detail for your funding request amount, with dollar amounts per item and subtotaled by category. Remember, there is no per diem or food allowance.

Categories and example expenses

Travel

Airfare

Baggage

Transportation to and from airport

Transportation to and from the opportunity location

If you are driving, we reimburse for estimated gasoline and toll expenses – provide expected number of miles

Rental cars are typically not covered

Room/housing

Hotel, rental fees for onsite time only

Other Expenses

(Provide detail)

Support provided by organization or outside individuals

(Does **not** need to include expenses you or a relative will be funding directly)

Direct payment -- grant, fellowship, and conference fees, etc.

Transportation

“In Kind” support – housing (free or at a reduced rate)

**EXAMPLE**

**FUNDING REQUEST DETAIL FOR SAM SMITH**

TOTAL REQUESTED FUNDING \$600

Travel	Subtotal \$400	Airfare round trip Rochester to NYC	\$300
		Metro Pass NYC (1 week)	\$ 50
Room	Subtotal \$100	Airbnb, 1 week @ \$xxx	\$100
		June X to June XX	
Other	Subtotal \$100	Conference Fees	\$ 50
		Workshop Fees	\$ 50

**HOST ORGANIZATION SUPPORT**

Direct	Subtotal \$xxx	Conference fee subsidized
In Kind		Housing provided for 2 days
		July X to July X