

**Dimensions**  
**Funding Requests:**  
**Course-Related Equipment or Materials**

Dimensions has limited funding available to support the purchase of course-related equipment or materials such as books or expendables. Awards will be made by the Dean in consultation with the Operations Committee for Dimensions (Courtenay Baker-Olinger, Julie Barnes, Tori Barnes-Brus, Ann Cannon, Barbara Christie-Pope (Chair), Genevieve Migely, Craig Tepper).

Guidelines for submission of a proposal for funding:

1. Each proposal requires a letter from the faculty member's department chair indicating support from the department. If faculty from different departments submit a proposal, a letter of support is required from each department. If the chair of a department is submitting a proposal, a letter indicating support of the rest of the department is required. Faculty are expected to communicate frequently with their departmental colleagues during the development and implementation of their proposals.

2. Proposals should include:

- a) A discussion concerning the significance and relevance of the equipment or materials to the mission statement of Dimensions.  
(<http://www.cornellcollege.edu/dimensions/about-dimensions/mission-statement.shtml>)
- b) A list of courses that will use the equipment or materials including a description of how the equipment or material will be used, and how this use will benefit students and the course(s).
- c) A description of other sources of funding available, being pursued or secured to support the purchase of the equipment or materials.
- d) The proposed, itemized budget with justification. Please note that applicants may be asked to consider alternative or supplementary funding sources.

3. Proposals may be submitted at any time prior to the course; however, approval depends on the availability of members of the Operations Committee to review and discuss the proposal. Therefore, please allow a reasonable time for us to arrange meetings for this purpose. Several months advance notice, at the least, is preferable. Funding is not granted retroactively.

4. Equipment/materials purchased with Dimensions funding is owned by the College and not by the grantee. Although the grantee has first priority to the equipment/materials, both the department and the College have free access to the equipment/materials.

5. Submit the proposal via e-mail to Barbara Christie-Pope, the Dimensions Program Director (bchristie-pope@cornellcollege.edu).