Nicholas School of the Environment Student Enrichment Fund Program Policies

The Nicholas School Enrichment Fund is a donor supported program created to assist MEM/MF/DEL students to take advantage of extraordinary academic, career or skill enhancement opportunities and to offset a portion of the costs.

Prior to submission, students must contact a Student Enrichment Fund administrator to discuss proposed activity (Karen Kirchof (kgki@duke.edu) – Nicholas School; Sarah Phillips (sap46@duke.edu) – Nicholas School Marine Laboratory).

Eligibility
- Student applicant must be in good academic standing.
- Student can receive an enrichment award only one time during their time of study.
- For graduating students, enrichment activity must be completed by April 25th; receipts and final report submitted by May 1.
- The enrichment activity must be a value-added opportunity that is unique to student’s career, academic or skill development and unavailable at Duke University.

Criteria and Selection
- All applications and awards are reviewed and approved by a Student Enrichment Fund Committee (SEFC).
- Requests are evaluated on the unique, value-added contributions to the applicant’s career, academic or skill development.
- Funding will not be given for the following purposes:
  - Summer internship support
  - Academic travel courses or field trips
  - Academic tuition
  - Conference fees covered by the Nicholas School Conference Fund
- The SEFC carefully reviews every application in accordance with the above criteria. As funding is limited, all eligible individuals may not receive an award. The decision of the SEFC as to whether to grant an award is final. The SEFC reserves the right to determine the criteria for awarding Student Enrichment funding.

Application Requirements
- Applications submitted 30-60 days prior to the start date of enrichment activity will be given priority.
- Applications can be submitted within 30 days of start date of enrichment activity.
- Applications cannot be submitted within 14 days of start date of enrichment activity.
- Applications take up to 2 weeks for review and award decisions by committee.

Required Application Materials
- Completed Student Enrichment Fund request form, including itemized budget
- Letter of Support from faculty or “enrichment” host

Awardee Expectations:
- Save original receipts for reimbursement after project is complete (no per diem permitted). These receipts are submitted along with an electronic version of the final report.
- Submit a final report and receipts to the Student Enrichment Fund administrators within two weeks of completing the enrichment activity.
  - The final report should be 1-2 pages and must describe in detail how the award was used and the “enhancement value” and accomplishments of this experience to your academic, career or skill training.
- The Nicholas School Enrichment Fund is supported by donations of all sizes from alumni and friends. As an awardee, selected parts or all of your final report and application maybe used in donor stewardship materials to demonstrate how support of this fund directly contributes to enriching the student experience.

If for any reason your circumstances change and you do not participate in the funded enrichment activity, or you do not fulfill the activity as described in your request, you will be required to return the full amount of the award to the Nicholas School Student Enrichment Fund.