

Centennial Honors College Honors Research Grants

Purpose

The research grants are made possible through the WIU Foundation and are intended to support and encourage undergraduate honors research. Individual grants are not to exceed \$200 and are used to defray the cost of research or research-related activities. Funds may be used to purchase equipment, books, materials, computer software, and other associated costs in collecting data, such as mailing costs, library fees, etc. that are required to complete this particular student research project. Funds may also be used to support travel to professional conferences at which the student's research has been accepted. (Rules governing travel funds are identical to those for faculty travel.) Student may apply for one grant to support the research project and a second grant for travel funds for accepted papers/presentations. Travel funds **may** be requested for papers submitted for presentation that have not yet been accepted; funds will not be released until proof of acceptance is provided.

Eligibility

To be eligible for Honors Research Grants, students must:

- Be in good standing in the Honors College
- Have a 3.4 (or, where applicable, a 3.5) overall GPA at the time of submitting the grant proposal
- Have demonstrated progress toward the completion of their honors requirements
- Have a departmentally-approved research project with a faculty research advisor and faculty research committee, where relevant

Students are eligible for only one research grant in any given academic year.

Students and their faculty mentors must attend the Honors Council meeting where the student will present his/her proposal. Notifications of Honors Council meeting time will be emailed to the student and mentor.

Obligations

- Students who receive grants will be required to submit a report upon the completion of their project describing what they have accomplished. Students who fail to complete the project for any reason may be required to return all or a portion of the grant.
- Students are required to present their research, if completed, at the Thomas E. Helm Undergraduate Research Day in April and encouraged to present their research in other venues, including external conferences

Completed Application

A completed application must be submitted by a full-time faculty member along with the student researcher. A completed application will include all of the following:

- a completed application form (must be typed)
- a letter of support from a full time faculty member
- evidence of IRB/IACUC approval, if applicable
- evidence of paper acceptance for conference travel funding

Honors Research Grant applications will be reviewed on an ongoing basis by the Honors Council, which generally meets on the third Wednesday of each month.

Centennial Honors College
Honors Research Grant Application Form
(Must be typed; handwritten applications will not be considered)

Project Title: _____

Student's Name: _____ Phone: _____

Major(s): _____ Email: _____

Student's local address: _____

Faculty Supervisor's Name _____ Date: _____

Department: _____ Email: _____

Department Chair Name: _____ Email: _____

Total Funds Requested: \$ _____

Does your project involve human participants? YES NO [If yes, you must provide evidence of IRB approval.]

Does your project involve animal subjects? YES NO [If yes, you must provide evidence of IACUC approval.]

**Student: Please consult your faculty research supervisor/mentor for guidance
as you produce your summary and supporting documents.**

PROJECT SUMMARY. *Provide a summary of the project (word count of a minimum of 250 and maximum of 500 words) in non-technical language, understandable to people outside your discipline. Be sure to include the research goals, what will be entailed in the research, its relation to the relevant research in the field, its potential importance, and summarize the objectives central to the project. Also specify the method/procedure to be used and indicate the timeframe for completion of the research. (Additional Sheets may be attached.)*

BUDGET JUSTIFICATION. *Provide a brief narrative justifying each item requested. Indicate any additional funding received. Requests for new equipment and/or materials should only be made after checking department inventory. Equipment/supplies purchased with grant funding will become university property. Mileage reimbursement will be made according to the university's rate schedule. (Additional Sheets may be attached.)*

BUDGET (please include a *detailed* and *itemized* budget; typed or word-processed—additional sheets may be attached):

	Description (<i>Be specific</i>)	Funds requested from the Honors College	Cost Sharing (funds provided by dept., other grant funding, etc.)	Total
Supplies				
Travel				
Contractual				
Other (Explain)				
Total		(Not to exceed \$200)		

Are you requesting support for this project from any other source? If yes, give name of unit or granting agency and amount of support requested.

Are you receiving support for this project from any other source? If yes, give name of unit or granting agency and amount of support.

Signatures and dates:

Department Chair: _____ Date: _____

Faculty Member: _____ Date: _____

Student: _____ Date: _____