

## DEPARTMENTAL HONORS RESEARCH GRANT GUIDELINES AND PROCEDURES

### *Eligibility*

1. Applicants must be juniors or seniors in good standing as members of the Calhoun Honors College.
2. To receive funding, students must be enrolled in an honors course included as a requirement of an approved Departmental Honors Program.
3. Preference is given to students engaged in a two-semester independent study or research experience as part of their Departmental Honors requirements. Also, preference is given to proposals that provide evidence of cost-sharing by other funding sources.
4. Funding is normally given only for individual research projects, not for field trips, class projects or other activities that are part of general course requirements.
5. Normally, students may receive funds for a maximum of two semesters. Only under exceptional circumstances and depending on availability of funds will a student be eligible for a third semester of funding.

### *Application Procedure*

1. A complete application consists of: (1) a cover page; (2) objective/problem statement; (3) research/project summary; (4) assessment plan; and (5) budget plan.
2. **IMPORTANT:** The research/project summary must be written by the student in a manner that can be understood by reviewers from diverse academic disciplines. Proposals laden with jargon, technical terms or complicated formulae will be rejected.
3. In cases where an individual project is part of a research program involving others (honors students, faculty, etc), the project summary should clearly explain its relationship to the team endeavor.
4. All proposals must have the written endorsement of the student's principal research advisor (see cover page).
5. The budget form must itemize all anticipated expenses. Projects that request lump sums for unspecified or insufficiently justified expenses will not be funded. (see Expenditure Conditions.)
6. In cases where the student is requesting a **second semester of funding** the proposal must include a brief summary of what was accomplished the previous semester.

### *Expenditure Conditions*

1. If funds to purchase equipment are requested, the proposal must clearly explain the purpose of the items and how they will be used. All non-perishable items are to remain in the department's possession following the completion of the student's research. Normal course-related supplies (e.g., typing paper, notebooks, pens, drawing pads) should not be requested.

2. Funds may be provided for project-related travel, including attendance at professional meetings and conferences. Normally, travel funds may be used to pay for transportation and conference registration fees, but not for lodging or food. Funds for conference attendance are released only upon confirmation that the student's research has been accepted for presentation.
3. Funds may not be used for photocopying and binding of the final copies of the student's thesis or research project.
4. Funds may not be used to compensate faculty for services rendered.
5. Awarded funds must be expended by the end of the academic year in May, unless permission has been granted for use during the summer. Students who anticipate doing their research in the summer should apply for funding in the preceding spring semester.
6. Departmental offices must document all expenditures by awardees and be prepared to provide the Honors Office with receipts of purchases.
7. If IRB approval is required, please attach the approval to your application. If you have not received final IRB approval, please submit your IRB application.

### ***Selection and Transfer of Funds***

1. Proposals are reviewed and evaluated by the faculty members of the Calhoun College Committee and by the Director, Associate Director and Assistant Director of the Honors College.
2. Proposals will be evaluated on quality of grant writing in addition to research merit.
3. Awards are made on a semester basis. Normally, grants may not exceed \$750.
4. Within 10 days following the student's notification of award, the student's department will be notified as to where the funds should be transferred.
5. A summary of research results and budget expenditures must be submitted prior to the end of the semester.