DEPARTMENTAL HONORS RESEARCH GRANT
GUIDELINES AND PROCEDURES

Eligibility

1. Applicants must be honors students 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. To get started with the Departmental Honors Research Grant application process you must visit the On-Line Admissions page (https://www.applyweb.com/apply/clemson/index.html) to CREATE YOUR ACCOUNT (ApplyWeb user ID and Password - not your Clemson ID and password)
   a. If you ever forget your ApplyWeb ID and Password you may return to the On-Line Admissions page (https://www.applyweb.com/apply/clemson/index.html) and get help under Manage Your Account.
   b. After creating your ApplyWeb ID and Password go to http://www.clemson.edu/cuhonors/current-students/forms/index.html and click on the Research Grant application link. A message box will appear requesting the ID and Password you just created.
2. The Departmental Honors Research Grant application consists of the following sections:
   a. Objective/problem statement
   b. Research/project summary
   c. Assessment plan
   d. Budget (including matching funds)
3. 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.
4. 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.
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.

7. An online endorsement form completed by the student’s principal research advisor must be submitted in support of all student grant applications. When the student application is submitted, an email is automatically generated to the research advisor named within the student application. The email will contain the URL for the Faculty Endorsement Form.

   a. Faculty returning to the Departmental Honors Research Grant Form system will be greeted by their name and asked to log in to their account. New users will be prompted to create an account by choosing a password before proceeding to the recommendation form.

8. Please check your application carefully for accuracy. By submitting your application, you are certifying that all information contained in the application is accurate to the best of your knowledge.

*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 supplies (e.g., typing paper, notebooks, pens, drawing pads) should not be requested. Funds may not be used to purchase mobile telephones, tablets, computers, or similar equipment.

2. Funds may be provided for project-related travel. Funds may not be used for routine travel to local research facilities. Funds may not be used for conferences. Students may apply for Conference Travel Grants.

3. Funds may not be used for photocopying, printing, binding, or similar services unless these services are necessary to conduct the student's research.

4. Funds may not be used for gift cards or other incentives.

5. Funds may not be used to compensate faculty or consultants for services rendered.

6. 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.

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 a committee consisting of faculty members of the Calhoun College Committee and designee of the director of the Calhoun 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 in fall and spring. Normally, grants may not exceed $750. Grants above $500 require special justification.

4. Within 10 days following the student’s notification of award, the student’s department will required to notify the honors office of the accounts where the funds should be transferred.