



HLC Accreditation 2016-2017

## **Evidence Document**

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Academic Affairs

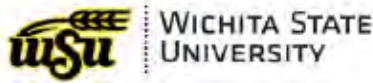
Dorothy and Bill Cohen Honors College

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### **Undergraduate Student Research Grants Application Information**

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**Additional information:**



## **Undergraduate Student Research Grants Application Information**

**Call for Proposals:** The Honors Program administers funding for Undergraduate Student Research Grants, which are grants of up to \$1000 each to support student research and creative/performance projects. These grants are available to all undergraduate students who meet the eligibility criteria listed below.

**Purpose:** To encourage undergraduate students from all disciplines to participate in research and creative projects in collaboration with WSU faculty.

**Eligibility:**

1. Sophomores, Juniors, and Seniors with a college GPA of at least a 2.5 and who have at least two semesters remaining at WSU including the semester in which they apply for the grant.
2. Student must be full-time with a declared major.
3. Student must have a faculty research mentor.
4. Preference is given to students whose projects are not currently receiving funding from another source (e.g., faculty mentor grants).
5. Students who have received funds from this program in the past are not eligible.

**Deadlines:** Grant proposals will be reviewed on a continuous cycle from September through April. Completed grant packages should be no longer than five pages plus literature cited page and should be submitted by email to [undergraduateresearch@wichita.edu](mailto:undergraduateresearch@wichita.edu). Submit application as one PDF or a Word document. Use the subject heading and file name: UG grant\_ student's last name.

**Grant Period:** Funds must be used within one year from the date of the award.

**Grants:** Up to \$1,000 is available. Typically, grants can be used for travel in direct support of the research project (e.g., books, field sites, museums, historic sites), as well as most materials and equipment. When applicable, all purchases (e.g., leftover materials and equipment) must remain at WSU after the project is completed as property of the mentor's department. Grants MAY NOT be used for stipends.

**Grant Application:** Students must submit an application package with six components (see below). Application materials must be typed, in 12-point Times New Roman font, single-spaced, with 1-inch margins. The timeline may be double-spaced. Applications that do not adhere to this format or that are incomplete will not be reviewed.

1. **Title Page Form (1 page):** See page 4.
2. **Faculty Mentor Letter of Support (1 page):** The letter should include:
  - Assessment of the project’s merit.
  - Assessment of the student’s ability to complete the project.
  - The mentor’s role in the research project.
  - Impact the grant will have on the project (i.e., importance of funding).
  - Assurance that no other funding is available or an explanation of current funding for the project. For example, how this grant will support parts/all of the project not covered by any grants available to the faculty mentor.
3. **Proposal (1 page): Provide a clear description of the project. Explain the significance of the project and what the student will learn from it.** Focus on the quality of information gathered rather than the quantity. Please remember that the reviewers are faculty members from all academic disciplines and may not understand discipline-specific jargon. Therefore, your proposal should be written for an educated individual, but one outside your area of expertise. We encourage each applicant to utilize the WSU Writing Center for assistance with rough drafts. ([http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing\\_center/](http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing_center/))

The proposal should include the following sections:

- **Objective Statement:** Clearly and concisely state the objective(s) and importance of the research.
  - **Background;** Brief background on the study question including relevant literature review (e.g., what has been done in the field related to your question).
  - **Methodology:** Brief overview of the methods used to complete the study.
  - **Expected Outcome:** Discuss the expected results and how these contribute to the academic field of study.
4. **Itemized Budget and Budget Justification (1 page):** Specifically detail various expenses for which funds are being requested, where supplies will be purchased, and explain why each expense is necessary for the completion of the project.
  5. **Timeline/Plan of Work (1 page):** Offer a tentative schedule for completion of the project. Outline all activities related to the project during the course of the grant period. The timeline may extend beyond the academic semester; however, the grant money must be spent within one year.
  6. **Literature Cited:** Provide a bibliography of primary and/or secondary sources. This may be a separate page, in addition to the 5 page limit.

If you are requesting funding for **travel to conferences** to make presentations, please include an e-mail or letter of acceptance from the conference. You will also need to fill out the form entitled “Request for Out-of-State Travel,” which you can find on the student research website; this form requires that you have researched costs for the type of travel you are planning (i.e., airline ticket prices or gas and mileage calculations).

If a **group of students will be making multiple presentations at one conference**, submit a travel grant for the entire group. Include the names of all student presenters, a letter of support from the designated faculty sponsor, and copies of all letters or emails of acceptance from the conference, as well as the “Request for Out-of-State Travel”.

### **Proposal Judging Criteria:**

- **Appropriateness of Budget** - The requested budget is justified and necessary for the completion of the project.
- **Mentor Support**- The mentor endorses the project and assures the reviewers that no other funds exist for parts/all of the project.
- **Strength of Proposal** - Proposals must be clear, concise, and understandable for faculty from a wide variety of backgrounds.
  - Strong proposals will also meet the following criteria:
    - *Clear focus or central research question:* The grant explicitly states what the project will accomplish. There is a clear central idea, hypothesis, or objective.
    - *Sound methodology:* Methodology clearly conveys how the project will be executed and how data/information will be obtained.
    - *Contribution to the field or discussion of potential impact:* There is an explanation of (1) the significance or use of the project, (2) the worth of the project and (3) what new knowledge, understanding, or insight will be gained.
- **Timeline/Plan of Work**- The student outlines the time necessary to complete the project successfully and the project can be reasonably completed in that time.

### **GRANT RECIPIENT REQUIREMENTS:**

- Grant recipients must apply to present the project at the annual Undergraduate Research and Creative Activity Forum (<http://webs.wichita.edu/?u=urcaf&p=/index>) during the spring semester (usually early April). Awardees who receive funding in the spring are required to apply for the following year event, unless they have graduated.
- Grant recipients are expected to participate in Undergraduate student research workshops and programs whenever possible.
- Grant recipients must acknowledge the WSU Undergraduate Student Research Grant in any presentations or publications that result from the research conducted through the grant.

### **For more information, contact:**

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[kimberly.engber@wichita.edu](mailto:kimberly.engber@wichita.edu)



## Undergraduate Student Research Grants Title Page Form

**Project Title (20 words max.):**

**Student Information:**

Last Name:  
First Name:  
Local Phone:  
Email:  
Address:  
myWSU:  
Major:  
Expected Graduation Date:  
GPA:

**Faculty and Department Information:**

Name:  
Department:  
Email:  
Phone:  
Department Org #:  
Account Contact:

**Total Amount Requested:**

**Short Abstract (150 words max):**

This proposal consists of original ideas, written by the student with support and input from the faculty mentor.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Undergraduate Student Research Grants Budget Form**

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