

# Drinko Center for Undergraduate Research Individual Research Support Grant: Guidelines



## Overview

The research grant program is intended to support the undertaking of research projects and creative activities performed by undergraduates at Westminster College. This includes, but is not limited to, the purchase of supplies and equipment, travel to research sites, libraries, data sources or training and acquiring data sets or software. These funds may not be used for stipends or compensation of any type. Any equipment or supplies purchased for the project remain the property of the College.

## Important Information for the 2021-2022 Academic Year

Students who participate in College-sponsored travel via the Drinko Center for Undergraduate Research must upload their proof of vaccination to the student health portal before the College will approve their funding and travel plans. This is ONLY required if your research grant includes a travel component.

## Eligibility and Conditions

- The student must be currently enrolled as a degree-seeking student at Westminster College at the time of the grant application and be in good academic standing.
- The student must have uploaded proof of vaccination to the student health portal if the grant application includes travel.
- Projects must be conducted under the mentorship of Westminster College faculty.
- To receive research funding, a completed Research Grant Application must be submitted and approved prior to any expenditures.
- Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year of their grant, even if they intend to graduate in December. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

## \*I certify that I have read and agree to the above conditions

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student applicant)

## Funding

Please select a funding stream. Each student can be awarded up to \$500 per academic year either in a single grant or split between two grants.

### \_\_\_\_\_ Research Grant *only*

A single award of up to \$500 per academic year. *(if selected, student is no longer eligible for a Travel grant in the same academic year)*

### \_\_\_\_\_ Research Grant *and* one Travel Grant

Each award will be \$250 per academic year, or split otherwise as needed. *(apply separately for Travel Grant)*

## Application Checklist

Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document). **Please check off each item before submitting your grant application.**

- |   |   |
|---|---|
| _____ Signed and completed Guideline Form (this page) | _____ Budget Form with student signature  |
| _____ Applicant and Project Information Form          | _____ Faculty Sponsor signature   |
| _____ Faculty Sponsor Support Form                    | _____ Uploaded Proof of Vaccination (if traveling) at:<br><a href="https://www.westminster.edu/campus/health/health-center.cfm">https://www.westminster.edu/campus/health/health-center.cfm</a> |

## Deadlines and Award Notification

Applications are accepted on a rolling basis throughout the academic year. Grants received by noon on Friday will be reviewed and notifications will be sent electronically no later than the following Friday (except during college holidays).

### Electronic:

[ugresearch@westminster.edu](mailto:ugresearch@westminster.edu)

Subject line should read:  
Student Last Name: Research Grant Application

### Print:

Karen Resendes, Director of Undergraduate Research  
Box 128  
Patterson Hall 315  
Drop forms by the office or send via campus mail.

Drinko Center for Undergraduate Research  
Individual Research Support Grant: Application

**Applicant and Project Information Form**

**Applicant Information:**

Name \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Faculty Research Mentor \_\_\_\_\_

**Project Information:**

Describe your intended research project. Your description should contain background information about your project, an explanation of your proposed methodology (what you will do and how), and a statement of the goals/predicted outcomes of your project.

Drinko Center for Undergraduate Research  
Individual Research Support Grant: Application

**Budget Form**

**Overview**

Allowable expenses include, but are not limited to, the purchase of supplies and equipment, travel to research sites, libraries, data sources or training and acquiring data sets or software. These funds may not be used for stipends or compensation of any type. Any equipment or supplies purchased for the project remain the property of the College.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect receipts as you go. Work with the appropriate individuals within you division when purchasing materials through the college.

Approved documentation includes: Original, itemized receipts and original bills. Credit card statements, charge slips or photocopies are not adequate support.

Submit Student Reimbursement Form (which will be provided with award notification) and all documentation for reimbursement to the Director of Undergraduate Research no more than 30 days after the expenses are incurred. Late submissions for reimbursement will not be processed.

**Proposed Budget** (delineate specific expenses explaining purpose of each cost, continue on a separate page if needed.)

**\*If your budget includes travel please indicate the proposed dates of your trip, in the explanation.**

Item	Cost	Explanation

\_\_\_\_\_ **Total**

\_\_\_\_\_ **Amount Requested for Research Grant**  
(\$250 to \$500 maximum, depending on selected funding stream)

**Additional Funding Sources**

Please list/describe other sources of funding you are seeking for this project (internal and external to Westminster) including the amount solicited from each source.

**\*I certify that I have read and agree to the above conditions and have filled out the budget and funding information to the best of my ability.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student applicant)

Drinko Center for Undergraduate Research  
Individual Research Support Grant: Application

**Faculty Support Form**

Student Name \_\_\_\_\_

Faculty Sponsor Name \_\_\_\_\_

Please write a statement indicating your willingness to serve as advisor for the project described in the attached proposal. Specifically, please describe your level of involvement in the proposed project, including frequency and duration of meetings with the student, the student's ability to conduct this project, and the value of the project as a contribution to the discipline. Please contact the Contact the Director of Undergraduate Research (Dr. Karen Resendes) if you have any questions about your responsibilities related to sponsoring this project.

Drinko Center for Undergraduate Research  
Individual Research Support Grant: Application

**Signature Page**

Student Name \_\_\_\_\_

**Faculty Sponsor**

I have read the student's proposal, have written a statement of support, and agree to supervise this project. I have reviewed the student's proposed budget, I have discussed the Undergraduate Research & Arts Celebration with this student and he/she has agreed to participate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty mentor)

**Director of Undergraduate Research Approval**

Note: Signature indicates that the proposed project meets previously established standards for student scholarship in this field and is worthy of funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Undergraduate Research)

**Notes (Undergraduate Research Office Use Only)**