

Undergraduate 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.

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.

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 year of their grant. 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

Funding of research/creative activity projects may include the following: supplies, equipment, travel to libraries/data sources, expenses of data collection, etc. 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.

***Please select a funding stream**

_____ **Research Grant and one Travel Grant**

Each award will be up to \$200 per academic year. (apply separately for Travel Grant)

_____ **Research Grant only**

A single award of up to \$400 per academic year. (if selected, student is no longer eligible for a Travel grant in the same academic year)

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).

- | | |
|---|--|
| _____ Signed and completed Guideline Form (this page) | _____ Budget Form with student signature |
| _____ Applicant and Project Information Form | _____ Faculty Sponsor signature |
| _____ Faculty Sponsor Support Form | |

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 by the following Friday (except during college holidays).

Completed applications can be submitted either electronically or in print:

Electronic:

ugresearch@westminster.edu

Subject line should read:

Student Last Name: Research Grant Application

Print:

Karen Resendes, Co-Director of Undergraduate Research
Box 128

Patterson Hall 315

Drop forms by the office or send via campus mail.

Questions?

Contact the Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315, during our office hours.

Undergraduate 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 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.

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Budget Form

Overview

Allowable expenses include supplies, equipment, travel to libraries/data sources, expenses of data collection, etc. Items listed in your budget must be reviewed and approved. 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 Co-Directors 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.)

Item	Cost	Explanation

_____ **Total**

_____ **Amount Requested for Research Grant**

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)

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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 Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) if you have any questions about your responsibilities related to sponsoring this project.

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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)

Approval of Co-Directors of Undergraduate Research

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

Signature: _____ Date: _____
(Co-Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only)