



Research Grant Application Guidelines

Undergraduate Research Initiative Drinko Center for Excellence in Teaching and Learning

Definition of Grants

Research projects and creative activities may be supported through Research Grants. These grants may fund expenses of research and creative projects. Projects must be conducted under the mentorship of Westminster College faculty. Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the year of their grant.

Eligibility

In order to apply for research support, the student must have research proposal completed and require expenditures not covered by the department in which the research is being conducted. The student must be enrolled as a degree-seeking student at Westminster College during the time of the grant and in good academic standing. Students who are on academic or disciplinary probation or on a leave of absence or suspension are ineligible for awards. Group Awards: Two or more students may apply for a research grant as a group. The maximum awarded to any group is \$600.

Funding

The maximum allocation for any Research Grant is \$300. Funding of research/creative activity projects may include the following: supplies, equipment, travel to libraries/data sources, expenses of data collection, etc. College policy will be followed (receipts must be submitted for all expenses). 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.

Deadlines and Dates

Applications will be reviewed and acted upon as they are submitted. Guidelines for processing payments against the award will be included in the award notification letter.

Procedure for applying for funds:

1. Obtain form "Research Grant Application" from the Drinko center folder on the R Drive.
2. Complete the form, sign, and attach the following to the request.
 - a. One-page abstract describing the research or performance;
 - b. Completed Statement of Faculty Support; and
 - c. Completed signature page.
3. Obtain approval, as designated by signature on "Research Grant Application Signature Page" of the Faculty Mentor Advisor and the Department Chair.
4. Submit the "Research Grant Application" form to:
Doreen Matune
Drinko Center for Excellence in Teaching and Learning
McKelvey Campus Center Room 223
voice: 724-946-7121
5. E-mail title and abstract to matunedm@westminster.edu

Please note that your application is considered incomplete until you have submitted a title and a 150-200 word abstract. The abstract must be submitted electronically to Mrs. Doreen Matune (matunedm@westminster.edu). This abstract will serve as the description of your project in the Undergraduate Research Arts Celebration publication.

Award notification:

Letters of award notification will be issued as soon as possible following submission. The award notifications will include instructions on how to process payments. If approval is not granted, the applicant will be notified via the e-mail address on the form.

Contact Person for additional information:

Patrick Krantz, Director
Drinko Center for Excellence in Teaching and Learning
McKelvey Campus Center Room 223
krantzpd@westminster.edu



Research Grant Application

**Undergraduate Research Initiative
Drinko Center for Excellence in Teaching and Learning**

Name _____ Campus Box: _____ Date _____

Address _____

E-mail Address _____ Expected date of graduation (month/year) _____

Name of faculty mentor _____

Title of Research/Project _____

Grant period: Fall semester Spring semester Summer semester

Have you applied or will you apply to additional sources for funding of this project? yes no
(e.g., other Centers or Departments, external grants, etc.)

Research Proposal – to be completed by the student

Attach a one- to two-page description of your research project. Your proposal should contain background information about your project, a description of your proposed methodology (what you will do and how), and a statement of the goals of your project.

Budget/Expenses – to be completed by the student

Describe all expenses to be covered by this research grant. (Use a separate page, if necessary.) Allowable expenses include the following: supplies, equipment, travel to libraries/data sources, expenses of data collection, etc. College policy will be followed, i.e., receipts must be submitted for all expenses, etc. Stipends or compensation may not be included. Any equipment or supplies purchased for the project remain the property of the College. After completing the budget, check with your department chair to determine the amount of the departmental contribution to your research project.

Total Project Expense _____ **Departmental Contribution** _____ **Total Requested Funds** _____

COMPLETING THE APPLICATION:

Give your faculty mentor for this project a copy of your research proposal, and ask him/her to write a Statement of Faculty Support and complete the Signature Page. (See following pages.)



Research Grant Application
Statement of Faculty Support
Undergraduate Research Initiative
Drinko Center for Excellence in Teaching and Learning

Statement of Faculty Support for: _____
(student 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 DCETL Director if you have any questions about your responsibilities related to sponsoring this project.

Name: _____ Title: _____

Department: _____ Date: _____



Research Grant Application
Signature Page
Undergraduate Research Initiative
Drinko Center for Excellence in Teaching and Learning

Student

Signature page for: _____
(student name)

I certify that I am a currently enrolled student in good academic standing at Westminster College. I agree that by accepting these funds, I am agreeing to participate in the Undergraduate Research & Arts Celebration.

Signature: _____ Date: _____
(Student applicant)

Faculty Sponsor

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

Signature: _____ Date: _____
(Faculty mentor)

Department Chair

I have reviewed the student's budget and determined the departmental contribution. If the department is not making a contribution toward the expense of this travel/presentation, please explain. I understand that if the student fails to attend the Undergraduate Research & Arts Celebration, this Department is responsible for reimbursing The Drinko Center for the full amount of this award.

Signature: _____ Date: _____
(Department Chair)

Approval of Drinko Center

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

Signature: _____ Date: _____
(Drinko Center Director)