

Drinko Center for Undergraduate Research

Individual Research and Creative Work Support Grant: Guidelines



WESTMINSTER COLLEGE

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.

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.
- Your funds **must be spent by graduation in the academic year you applied for the award**. Funds do not carry over between academic years. Funds spent over the summer **will apply to the academic year that begins in August**. Please contact the Director of Undergraduate Research with questions about this policy.
- Award recipients are required to fill out a Research Experience Survey when they submit their reimbursement form, unless a specific exception is made by the Director of Undergraduate Research. **Students who fail to fill out this survey will not receive their reimbursement. If funds have already spent, they will be responsible for paying their grant back to the College in full.**
- 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 Options

Select a funding stream. A student can be awarded up to \$400 per academic year; either a single grant or split between two grants.

_____ 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)

_____ Research Grant *and* one Travel Grant

Up to \$400 per academic year total, split between travel and research. A separate application is required for travel awards.

Application Checklist

Applications will not be considered until the complete set of application documents are received. The following forms, found in the rest of this document, comprise a complete application.

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

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 holidays. Notifications will be sent via e-mail. Applications can be submitted in the following ways:

- Via e-mail to ugresearch@westminster.edu. Please use the subject line "[Your last name]: Research Grant Application"
- In person to Patterson Hall 315 (slide under the door if no one is in the office)
- Via Campus Mail to Dr. Patrick Lackey, Director of Undergraduate Research

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Applicant and Project Information Form

Applicant Information:

Name: _____ Student ID Number: _____

Campus Box: _____ E-mail address: _____

Address: _____

Major/Degree Program: _____ Anticipated Graduation Date: _____

Project Information:

Project name: _____

Faculty Research Mentor: _____

Is this project related to your capstone project? _____

If this project is **not** in the same discipline as your major/the degree you are receiving, indicate the discipline it is in:

What date do expect this project to be completed? (month/year is fine) _____

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Project Summary:

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, 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 for any money you have spent yourself, you must provide documentation for each expense, so be **make sure to collect receipts as you go**. You may also work with the appropriate individuals within your department (like your research advisor or department chair) when purchasing materials through the college.

Approved documentation includes original, itemized receipts and original bills. **Credit card statements are not adequate documentation.**

To receive your funds, you must submit a 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
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Total amount requested for Research Grant (\$400 maximum): _____

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.

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*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: _____

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(Student applicant)

Faculty Support Form

Student Name _____

Faculty Sponsor Name _____

Please write a brief statement indicating your willingness to serve as advisor for the project described in the attached proposal. Specifically, please describe:

1. Your level of involvement in the proposed project, including frequency and duration of meetings with the student
2. The student's ability to conduct this project
3. The value of the project as a contribution to the discipline.

If your project works with human or animal subjects, it may require IRB approval. **If you believe this project will require IRB approval but have not obtained it yet, please indicate that in this statement.** Please contact the Director of Undergraduate Research (Dr. Patrick Lackey) if you have any questions about your responsibilities related to sponsoring this project.

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Faculty Sponsor Signature

*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)

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