

Research & Creativity Grants

Notes from R&C Information Meetings

Spring 2006

General:

- READ APPLICATION CAREFULLY & FOLLOW DIRECTIONS THOROUGHLY
- the GPA requirement is strict; if GPA is low, present justification; reason must be extra-ordinary (the fact that you work as well as go to school is not extra-ordinary)
- you must have a faculty sponsor; no exceptions; sponsor must sign sponsor letter
- nothing prohibits you from applying to both fall and spring awards (or spring and summer, for that matter)
- make sure to provide your cumulative GPA, we check it
- fall and spring grant is original plus four copies of the entire application (cover sheet, narrative w/budget, and sponsor letter); summer grant is original plus eight copies; application will not be accepted without requisite number of copies
- applicant signature and faculty sponsor signature is required on the application
- copies of successful previous awards are available for your review in the Honors office; call 898-5749 to make arrangements to review them

Spring & Fall awards - \$500

- \$\$ for travel, research, equipment, software, etc., not for personal expenses
- direct reimbursable expenses only (original receipts only)
- one can, if denied an award, revise the application & re-submit for the same semester as long as there are still funds available
- one might also re-do and submit a denied application for the next semester; check with us first
- it's ok to apply for funds in the fall for work started in the fall but completed in the spring (or where the bulk of the work will be conducted in the spring); it shows good planning

Summer awards - \$2000

- more leeway with \$\$; can pay yourself a stipend for expenses such as rent, etc.
- \$\$ are paid 1/2 up front; 1/2 in middle of summer
- if using summer stipend for travel, justify why travel is the best way to conduct your research (e.g., is where you are going the only place the information you need is available?)
- these \$\$ are taxable
- if you were granted a summer stipend award in the past, attach a copy of your initial stipend's final report to your current proposal and identify it as such, even if your research now is a different topic or in another area; as long as it is legible, your final report can be copied back-to-back and/or with pages side-by-side and reduced to cut down on copying costs

Faculty sponsor letter

- should indicate how faculty sponsor and student are working together
- indicate that research is generated by student and not in support of faculty
- sponsor should also state importance of project
- sponsor must sign the letter on department letterhead
- attach the faculty sponsor letter to your application; it should *not* be attached in a separate sealed envelope because you need to make copies
- more than one faculty support letter is permissible; however, it is not required; only one faculty sponsor needs to sign the application
- remember, the committee does not know the applicant, the sponsor does
- *show these notes to your faculty sponsor*

The 3-page narrative:

- submit a clean, well organized application; no typos
- cover all aspects of the narrative description in the application; describe methods
- half the battle is a good application; you must communicate effectively; the committee will not be experts in your field; explain field-centered terminology; be thorough; your audience is intelligent, but naïve
- in writing your narrative, think “what will the committee think”
- explain how the work you are doing will expand your academic knowledge and career as well as how it is important and valuable to your field (major); how does the work enhance your academic/professional goals; what will you get out of the experience; why are you the person to do the work
- discussing how you will disseminate the results of your work gives it the edge over other applications; examples of dissemination – publishing, presenting at conferences, providing a curriculum to a school district, etc.; you cannot submit an application for a paper that has already been presented
- before submitting your application, show it to someone in the field (mentor, faculty) for comments and feedback; show it also to someone who is not in the field (roommate, friend, etc.) for their feedback
- if you are requesting travel to a research facility, it’s prudent to include a letter (or email) from the research facility stating it’s ok to visit; know that the information you seek is available at the facility and indicate in the narrative why you must make the trip in person
- include a support letter from an agency (e.g., Division of Forestry) if it applies
- if requesting funds for research material, be careful if requesting funds for books; if texts are available through Interlibrary Loan, the committee will not fund your request
- thoroughly explain the role the faculty sponsor will play in your project
- BUDGET: if you wish, your budget can be on a separate page in addition to the three narrative pages; if you cannot research actual costs, then make your estimate slightly over; for spring & fall requests, show all costs, even if they are over \$500, and show other sources of funds or expected funds if they exist

Should you be awarded a grant, as a courtesy you may want to send an acknowledgement to Provost Scott McNall; he provided the Research & Creativity funds. His address is on the cover letter of this application information.