

Winona State University



Number: 3-22a

Responsible Officer: Chief Academic Officer
Responsible Office: Academic Affairs

Procedure for Undergraduate Student Research and Creative Project Grants

PURPOSE: To establish guidelines and procedures used in the review of requests for and awarding of Student Research and Creative Project Grants

GUIDELINES AND PROCEDURES:

Eligibility Requirements

- a) Eligible applicants must be full-time undergraduate students and have completed a minimum of 60 semester hour credits at time of application
- b) Eligible applicants must have a university faculty or staff member who will sponsor and supervise their research or creative projects
- c) The proposal for funding must be from a single student
- d) All components of the application package must be complete and submitted by the application deadline
- e) Projects may be proposed for completion during the semester or summer following the student's graduation, provided the student is enrolled full-time at time of application
- f) Projects which involve research with human or animal subjects will be awarded funding only after proof of IRB (human subjects) or IACUC (animal subjects) approval is submitted to the sub-committee

Awards

- a) The maximum grant award is \$600
- b) The committee may determine to award less than the maximum based on factors such as quality of application, budget justification, available university funding, and/or number of applications
- c) A student may receive funding to participate in one research or creative project during his or her undergraduate academic career

Application Schedule

- a) The deadlines for application are September 15, December 1, and February 1
- b) If the deadline falls on a weekend, the deadline date will be the next business day

Application Process

Each applicant shall submit an electronic copy of all components of the proposal package via the Grants & Sponsored Projects office. Proposals will be reviewed for required components and, if complete, forwarded to the committee for a decision.

Award Process and Funding Guidelines

- a) The committee, through the Grants & Sponsored Projects office, will notify the student and sponsor of its decision within 14 days following the application deadline
- b) Should funding be awarded, Grants & Sponsored Projects will notify the Business Office to establish a cost center
- c) All expenditures must follow Winona State and Minnesota State purchasing and travel policies and procedures

- d) Funds in the cost center may be carried over a maximum of one additional fiscal year or until the student graduates, except as noted in (e) of the Eligibility Requirements; unused funds after that period will be returned to the general student grant account

Proposal Package Components

- a) Application form
- b) Detailed project budget form
- c) Statement of research problem or creative purpose
- d) Research methodology or creative strategy
- e) Expected outcomes of the project
- f) Project schedule and expected completion date
- g) Description of student readiness for the proposed project
- h) Statement of where and how results will be presented
- i) Bibliography
- j) Recommendation letter from sponsor or advisor addressing applicant's qualification

Eligible Expenditures

Project funds may be spent in the following budget categories:

- a) Equipment, supplies
- b) Books, software, technology charges
- c) Field expenses, including travel to collections, exhibits, archives
- d) Postage, shipping, telephone, fax
- e) Purchased services, registration fees
- f) Printing, copies
- g) Travel costs related to conducting research or completing a creative project (travel in response to an invitation to present outcomes is not covered under this grant; see Policy 3-25 for travel support)

Equipment, supplies, books, and software purchased with funds awarded through this program become the property of the sponsoring department at the completion of the project.

Final Report

Within 10 business days of project completion, the student and sponsor will submit a suitable end product appropriate to the standards of the discipline, in electronic format, via the Grants & Sponsored Projects office. Copies of the end product will be forwarded to the university library for archival purposes.

SIGNATURE, TITLE AND DATE OF APPROVAL:

This policy needs to be signed by the approval officer (listed below) before it is considered approved.

Approved: _____

President

Date: _____

Policy History:

Date of Adoption:

Date of Implementation:

Date & Subject of Revisions: