



Winona State University

WSU Grant Policy for Undergraduate Student Research and Creative Projects

1. **PURPOSE:** Winona State University encourages faculty-sponsored student undergraduate research and creative projects. In support of that objective, the university will provide financial support through student grants to those students chosen in a competitive application and review process.

2. **ELIGIBILITY/LIMITATIONS/REQUIREMENTS**
 - a. All applicants must be full-time students who will have completed a minimum of 64 semester hour credits.
 - b. All applicants must have a faculty member who will sponsor and supervise their research or creative project.
 - c. Projects must be completed and all funds expended within one calendar year of the award. Exceptions must be requested of and approved by the Provost/Vice President for Academic Affairs at the time of application.
 - d. If the proposed project involves research with human subjects, approval must be secured from the WSU Institutional Review Board (IRB). If the project involves research with animal subjects, approval must be secured from the Institutional Animal Care and Use Committee (IACUC). Proof of approval must be submitted before an award will be made.
 - e. An individual faculty member may sponsor research/creative project awards for no more than three students each academic year.

3. **AWARD AMOUNT:** The total maximum awards are set annually by the Office of the Provost/Vice President for Academic Affairs. Of the total amount allocated annually for research/creative project awards and travel awards (See Regulation 3-25), 60% will be reserved for research/creative project awards and 40% for travel awards.

The total maximum a student may receive for research / creative projects during his/her academic career at WSU shall be \$600-450. There is a separate application process for travel grants for students who are invited to conferences to present student research and creative presentations- (Regulation 3-25). The total maximum a student may receive for such travel during her/his academic career at WSU shall be \$500-\$450. The total maximum a student could receive for both research/creative projects and travel grants is \$1,100-900.

4. **APPLICATION PROCESS:** The deadlines for applications are:
 - June 8 — Decisions made by June 22
 - September 15 — Decisions made by September 29

 - The deadline for application is December 1 — Decisions, with decisions made by December 15
 - February 1 — Decisions made by February 15
 - April 15 — Decisions made by April 29.

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If a For deadline falls or decision dates falling on a weekend or non-business day, the deadline date will be the next business day. Projects may be proposed for completion during the summer provided the student is enrolled at WSU for the subsequent fall term. If the student does not return to WSU for the fall term he or she must repay the project funds expended. An exception will be made for students who graduate at the end of the summer term during which they conduct their research and hence will not enroll in the subsequent fall term. An exception will also be made for students who have graduated and will not enroll in the subsequent fall term provided that the research or creative project they are completing is being conducted as fulfillment of a course requirement.

Two types of proposals will be accepted: individual student-authored proposals or faculty/student team co-authored proposals. Faculty/student team co-authored proposals should be submitted when individual students are engaged in different aspects of a faculty member's comprehensive research project. Within the project, each student should be pursuing a unique hypothesis and expected outcomes. In making awards, the Deans' Council may give preference to individual student-authored proposals.

Each applicant should submit BOTH a signed paper copy of the proposal and an electronic copy to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects, which will review proposals for required components and refer complete proposals to the Provost/Vice President for Academic Affairs and a review committee of academic deans. The proposal should include:

- a. the application form in Appendix A,
 - b. an individual student-authored narrative or a faculty-student team co-authored narrative including:
 - 1) a statement of research problem or creative purpose
 - 2) research methodology or creative strategy
 - 3) expected outcomes
 - 4) project schedule and expected date of completion
 - 5) student readiness for proposed research / creative project
 - 6) plan for presentation as applicable
 - 7) bibliography
 - c. the budget request form in Appendix B.
 - d. a letter of recommendation from a faculty sponsor that addresses the applicant's or applicants' qualifications for the proposed research or creative project.
5. ELIGIBLE EXPENDITURES: Project funds may be spent in the following budget categories:
- a. Equipment and supplies
 - b. Books or software
 - c. Computing charges
 - d. Field expenses including travel to collections or research sites
 - e. Postage and telephone
 - f. Purchased services
 - g. Printing
 - h. Project funds cannot be used for student stipends or student help.
 - i. Travel costs related to conducting research or completing a creative project are allowable. Travel in response to an invitation to present project outcomes at a

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conference is not covered under this grant. See WSU Regulation 3-25 for travel support grants for student research and creative presentations

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

6. FINAL REPORTS: Faculty sponsors will require students to submit a suitable end product (report, presentation, poster session, literary work, artwork, videotape, slide presentation, CD-ROM, etc.) in electronic format. The end product should be appropriate to the standards of the discipline and the scholarship consistent with that expected of a college graduate. In the case of faculty-student team projects, each student will be expected to file an individual final report.

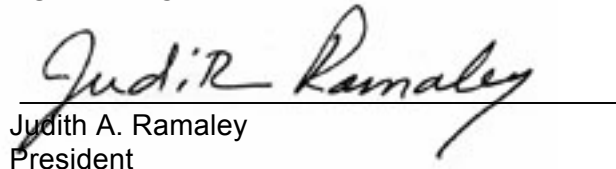
Within 10 business days of submission of the end product to the faculty sponsor, the student and faculty member shall submit to the Office of the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects:

- a. The Research/Creative Project Abstract/Executive Summary Final Report Form in Appendix C (BOTH a signed paper copy and an electronic copy), and
- b. A copy of the student's end product in electronic format.

Copies of the abstract and end product will be forwarded to the library by the Office of the Provost/Vice President for Academic Affairs for archival purposes. It is part of the faculty sponsor's responsibilities to see that all final reports are submitted in a timely manner. Failure to ensure that this is done could jeopardize the approval of future grants supervised by the faculty sponsor.

This WSU Regulation supersedes WSU Regulation 3-22, dated 7/1/08.

AUTHENTICATED BY:



Judith A. Ramaley
President

March 25, 2009

Date of Adoption

Authoritative References:

[MnSCU Policy 1C.2](#), Fraudulent or Other Dishonest Acts
[MnSCU Policy 5.19](#), Travel Management
[MnSCU Procedure 5.19.3](#), Travel Management
WSU Regulation Number 2-2, Travel Request Procedures
President

Initial Date of Adoption: 11/6/95
Date of Revisions: 7/1/07, 3/25/09

LIST OF ATTACHMENTS

[Appendix A and B - WSU Grant Application: Student Research and Creative Project and Budget Request Form](#)
[Appendix C - Research/Creative Project Abstract/Executive Summary Final Report Form](#)