

First-Year Honors Mentor Program Grant Guidelines

The University Honors Program has limited funds to support First-Year Honors Mentor Program projects. Preference will be given to proposals in which the student shows significant responsibilities in carrying out the research. The Student and the Faculty Mentor should complete the application form together and return it to the University Honors Program Office in 2130 Jischke Honors Building by the application deadline.

I. Eligibility Criteria

Students must be members of the First-Year Honors Program and enrolled in the First-Year Honors Mentor Program.

II. Application Procedures

A. The student obtains an application from the University Honors Program Office. The form is available online from the Grants and Scholarships website)

B. The Student and Mentor consult about the research project and the student's involvement in the project.

C. The Student and Mentor complete and sign the form. If more than one student is working on the same project, a single grant application (listing all participants) should be submitted jointly. Funding for group projects is limited to \$500.00

D. The application will be submitted for review by the University Honors Committee.

E. Students using copyrighted materials are expected to comply with the copyright laws.

F. The completed application must be returned to the University Honors Program Office no later than the application deadline.

G. Students doing projects involving human subjects must obtain the approval of the University Human Subjects Review Committee prior to initiating the project. This committee (also known as the Institutional Review Board) evaluates for compliance with university guidelines any research involving humans as subjects, including projects that use questionnaires or otherwise gather data from subjects. Instructions and forms may be obtained from the Office of Research Assurances website or 1138 Pearson Hall.

H. Students doing projects involving animal subjects must obtain the approval of the Institutional Animal Care and Use Committee prior to initiating the project. Instructions and forms are available from the Office of Research Assurances website or 1138 Pearson Hall.

III. Award Procedures

A. The University Honors Committee Research Grants Subcommittee evaluates the applications for clarity, originality, and content, and will rank all applications received on time. The Subcommittee shall include an Honors Student Board representative.

B. The University Honors Program Committee will review the recommendations from the Research Grants Subcommittee and then vote on projects to be approved. The maximum amount allowable for funding an individual student is \$250.00; the maximum amount allowable for group projects is \$500.00

C. The Student and Mentor will receive a letter from the Chair of the University Honors Grants Subcommittee informing them of the action of the Committee.

D. The Student and Mentor must meet the conditions stated in the award letter. The amount allocated to the project is the maximum amount for which the Student and/or Mentor will be reimbursed.

E. Payment for expenses incurred for the supported projects must be made through the University Honors Program Office. The Student and Mentor make arrangements with University Honors Program Office for these payments. The money can be transferred directly into the Mentor's departmental account. Purchase orders should be obtained in advance, and no commitments should be made without a purchase order. All intramural requests and purchase orders to be paid from the grant must go through the Honors Program Office and be signed by the Administrative Director of the Honors Program.

F. The student must present the results of the funded project. The forum for presenting the results may be a poster presented at the Spring Honors Poster Presentation, a written report; an oral presentation to the annual ISU Undergraduate Research Symposium; a presentation to the University Honors Committee, Honors Student Board, academic department, or professional society; or other format deemed appropriate by the Student and the Mentor.

IV. Funding Policies

A. Items that qualify for funding:

1. Inter-library loans and reproduction of library research material.

2. Supplies and equipment pertinent to the research such as computer software and hardware, film, paper, chemicals, design materials, etc. Any budgeted materials remaining as non-expended after the research is completed are property of the University Honors Program and will be delivered to 2130 Jischke upon termination of the project. Any changes to this obligation must be approved by the Administrative Director of the University Honors Program.

Revised and approved by UHC 3/27/2009

As stated in the grant contract, students accepting a First Year Honors Mentor Program Grant agree to:

- a. Submit **two (2)** complete copies of the final report to the University Honors Program Office*
- b. Present the results of the funded project.*
- c. Acknowledge the support of the **Iowa State University Foundation** in the final report and in any publications or presentations resulting from the project.*
- d. Obtain approval from the Administrative Director of the University Honors Program for any changes of \$50.00 or more in the funding categories listed as line items in the budget.*
- e. Understand that all budgeted materials remaining as non-expended after the research is completed are property of the University Honors Program and will be delivered to 2130 Jischke upon termination of the project; any changes to this obligation must be approved by the Administrative Director of the University Honors Program.*
- f. Provide the University Honors Program with up to four hours of time to help with special activities (e.g., ISU Undergraduate Research Symposium, Honors Poster events; “Thank You” notes or campus visits for donors; First-Year Honors Program Retreat; etc.).*

6.12.09