

University Honors Program Grant Guidelines

The University Honors Program has limited funds to support special studies and research, which are integral parts of students' Honors programs.

I. Eligibility Criteria

- A. Students should be full members of the University Honors Program.
- B. If a student has received funds from the University Honors Program for an Honors Project, funding for a second project shall be considered only at the end of the academic year and approval shall be based on the availability of funds.
- C. Projects taken for credit get priority.
- D. Projects that are underway are eligible for funding. Projects that are substantially completed are not eligible for funding.

II. Application Procedures

- A. The student obtains application forms from the University Honors Program office, 2130 Jischke Honors, or downloads the form from the Grants & Scholarships webpage. Examples of previously accepted proposals are available at the Honors Office.
- B. The student consults with his/her faculty supervisor to plan his/her study, to determine the amount of academic credit he/she will receive and to assess his/her financial needs.
- C. The faculty supervisor approves and signs the completed form.
- D. The student will submit a draft of the proposal, which has been approved by his or her project advisor to the University Honors Program office. The draft will be forwarded to a representative from the research grant subcommittee for review.
- E. If there are unanswered questions or a need for clarity, the representative will contact the student and request revisions to the draft. Student then submits revised application, which has been approved by his or her project advisor, to the University Honors Program office.
- F. If there is no need for further revisions, the application will be submitted for review by the University Honors Committee.
- G. **COPYRIGHTED MATERIALS**
Students using copyrighted materials are expected to comply with the copyright laws.
- H. **HUMAN SUBJECT STATEMENT**
Students doing projects involving human subjects must obtain the approval of the ISU Institutional Review Board **PRIOR** to initiation of the project. This committee evaluates for compliance with university guidelines any research involving humans as subjects, including projects that use questionnaires or otherwise gather data from subjects. Human Subjects forms and submission instructions are available on the Institutional Review Board's webpage. *Note that you must allow at least 4-6 weeks for IRB determination of approval following submission of the required form for committee review.*
- I. **ANIMAL CARE AND USE STATEMENT**
Students doing projects involving animal care or use must obtain the approval of the ISU Institutional Animal Care and Use Committee **PRIOR** to initiation of the project. Animal care and use forms and submission instructions are available on the Institutional Animal Care and Use Committee webpage. *Note that you must allow at least 4-6 weeks for IACUC determination of approval following submission of the required form for committee review.*

III. Award Procedures

- A. The Research Grants Subcommittee evaluates the applications for clarity, originality and content, and makes recommendations for funding to the University Honors Program Committee. The Subcommittee shall include an Honors Student Board (HSB) representative or student alternate.
- B. The University Honors Program Committee grants the funds. The maximum amount allowable for an individual receiving a grant is \$750.00.
- C. The student receives a letter from the Chair of the University Honors Committee informing him/her of the action of the Committee. Copies of this letter are also sent to the student's Honors advisor and the faculty research supervisor.

Upon acceptance of the UHP Research Award the student agrees to:

1. Any publication resulting from this research is to carry a notation that the research was supported, in whole or in part, by the Iowa State University Foundation.
 2. The University Honors Program office is to receive two copies of the final report of the project. One copy will be kept in the University Honors Program office and the other sent to Special Collections in the Library or other appropriate office or department.
 3. Present the final results at a University Honors Poster Presentation
 4. Complete the research and submit the results no later than 30 days before the student graduates. Failure to do so may result in the termination of the research award with the student reimbursing the research award fund for any expenses incurred.
 5. In return for the grant, the student agrees to give back to the University Honors Program up to four hours of time to help with special activities (e.g., poster presentation; campus visits with donors; Retreat; writing thank you's, ISU Undergraduate Research Symposium, etc.)
- D. Payment for expenses incurred for the supported projects must be made through the University Honors Program office. 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 University Honors Program office and be signed by the Administrative Director of the University Honors Program.

IV. Funding Policies

A. Things we may fund.

1. \$.25/mile up to the full amount of the grant provided that the travel justifies the research purposes. The reimbursement may be made up to the limit of the most cost effective mode of transportation.
2. Inter-library loans and reproduction of library research material.
3. Continuation of research.
4. Supplies and equipment pertinent to the research such as computer software and hardware, film, paper, chemicals, design materials, etc. There is a stipulation that after completion of the project any equipment becomes the property of the University Honors Program to dispose of as appropriate.
5. Services such as word processing, laser printing, computer time, copying, photographic services, etc.
6. Typing costs would not normally be funded unless circumstances dictate otherwise. The subcommittee reviewing the proposal has the discretion to determine whether typing costs are acceptable.

B. Things we don't fund

1. Expenses incurred on trips to national or regional meetings.
2. Student's time.

C. Other

1. All materials not used up are property of the University Honors Program.
2. Changes of \$50.00 or less in the funding categories listed in the budget, may be approved by the Administrative Director of the University Honors Program.
3. Projects for other than science are encouraged.