Stewart Research Award Guidelines

The interest accumulated from the Cecil R. and Phyllis Stewart Endowment Fund shall be awarded to Honors students for the purpose of supporting research projects. The awards will be designated as the "Stewart Research Award."

The University Honors Committee may either (1) act as a committee of the whole or (2) appoint a subcommittee which shall include one student member for the purpose of reviewing the merit of each proposal and granting the awards.

Students who are classified as members of the Honors Program and are proposing research in any academic discipline are eligible to apply for the research award.

Proposals will consist of the same application format as proposals used for the University Honors Program Grant, with an attached letter of support from the applicant's research advisor.

At least two research awards may be given each year, normally in the amount of no more than $750.00. Proposals should be submitted in the fall by the fall application deadline. The University Honors Committee may choose to award all scholarships to fall semester applicants. If funds remain, additional scholarship(s) may be awarded during spring semester to applicants who have submitted proposals by the spring deadline. Completed proposals need to be submitted to the University Honors Program office, 2130 Jischke Honors Building.

These research awards may be given to a student for a research project that is not designated by the student as his/her required Honors Project.

The student may combine this award with other financial grants, including University Honors Program grants.

Preference for these awards will be given to research that is likely to result in a student authored or co-authored publication.

The following possible areas of expenditures associated with research projects are eligible for funding:

1. Supplies including film, stationery, chemicals, postage, research animals, etc.
2. Services such as computer time, photographic services, copy center expenses, typing costs, interlibrary loan, computer literature searches, reproduction of library research materials, etc. NOTE: Printing and copying must be done by an ISU service unless specifically approved in advance by Honors to be done elsewhere.
3. Equipment which may remain in the student's possession.
4. Travel expenses, especially if they can be applied to the cost of getting to the site to conduct the research or present the research at a conference. Ordinarily, travel costs will be capped at $300 for a Stewart Grant. Some situations may justify funding up to the total allowance of the grant. Travel expenses must be justified
and have a clear relationship to the goals of the project. Reimbursement will be in accordance with university travel policies.

5. Any other type of expenditure related to the research project.

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

1. Acknowledge the financial support, full or in part, of the Stewart Research Award on any printed or visual results of the research project.

2. Submit three (3) copies of the completed project results. One copy will remain in the University Honors Program office; one copy will be housed in the Parks' Library Archives; and one copy will be presented to Dr. Stewart. If the nature of the research results does not lend itself to submitting three copies, the student should negotiate appropriate alternatives with the University Honors Committee at the time the research award is accepted.

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. Prepare a letter to the donor, Cecil Stewart, to acknowledge his support of the student’s research.

6. 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; FHP Retreat; writing thank you notes, Symposium on Undergraduate Research & Creative Expression.

7. Submit all expenses for reimbursement by the Monday of Finals Week for the semester in which the project is presented.