Honors Undergraduate Research Grant Application

Current students of the John V. Roach Honors College are encouraged to apply for this grant to support their research.

APPLICATION TIMELINE

- Rolling applications are accepted Sept - March
- Allow 6 weeks for processing
- Grant expires 2 weeks before recipient's graduation date

ELIGIBILITY

- Current JVR Honors College students in good standing
- Minimum cumulative GPA of 3.5 or higher
- Working under the mentorship of a TCU faculty member

EVALUATION CRITERIA

Grant proposals will be evaluated based on the following criteria:

- **IMPACT** - Has the student provided a convincing argument that the project will contribute to their own scholarly and/or artistic development and that the project could have an important impact in their field?
- **PURPOSE** - Is the purpose of the project clearly defined and articulated?
- **METHOD** - Does the plan for the project seem effective and likely to allow the student to reach the objective(s)?
- **BUDGET** - Are the expenses for this project clearly outlined, justified, and reasonable?

ABOUT THE GRANTS

- Grants *may* be used in conjunction with other sources of research funding.
- Grant funds will be dispersed in the form of reimbursement or direct bill payment through, and at the discretion of, the Honors College.
- Students *may* reapply in consecutive semesters for either a new project, or a continuation of a previously funded project.
- Grant applications must be submitted on an *individual* (per student) basis, even if the project or creative activity is a collaboration with other students.

APPLICATION CHECKLIST

To be considered for a grant, applicants must deliver the following to the Honors College in one complete package:

☐ Application Form ☐ Copy of Unofficial TCU Transcript ☐ Statement of Faculty Mentorship

ELECTRONIC SUBMISSIONS: *Materials may be emailed in one .pdf file to* **honors.grants@tcu.edu**
PAPER SUBMISSIONS: *Materials may be delivered on paper to the Honors College, Scharbauer 1016 during normal business hours.*

UPON COMPLETION OF PROJECT

- Grant recipients will be expected to submit the following to the Honors College:
  - Written summary of the project (less than 300 words), including how funds helped attain research goals
  - Photo of recipient and/or the project

ACKNOWLEDGEMENT

I have read, understood, and will adhere to the policies described above.

Printed Name: _____ Signature: _____ Date: _____

APPLICANT INFORMATION

First Name: _____ Last Name: _____ TCU ID#: _____

Phone: (_____) _____ TCU Email Address: _____

Anticipated Graduation: ☐ *Spring* ☐ *Summer* ☐ *Fall* Year: _____ Cumulative GPA: _____

Major(s): _____ Minor(s): _____

Is this application for: ☐ *a new project* ☐ *a continuation of a previously funded project*

Is this project a Departmental Honors Project? ☐ *yes* ☐ *no* ☐ *not sure yet*

LAY SUMMARY

In 300 words or less, summarize your proposed research or creative project. Include an explanation of the significance of this project to the field it relates to. If this project is collaborative, explain the unique contributions you'll bring to it. Describe the approach/method that will be used, and why it is reasonable.

BUDGET

Use the table below to provide an accurately calculated budget for this project.

TYPE OF ITEM:	ITEM DETAILS:	COST ESTIMATE:
Media Related (TV, movies, music, etc.)		
Software or Survey Conducting Service		
Lab Supplies (chemicals, gloves, etc.)		
Technical Equipment (cameras, voice recorders, batteries, etc.)		
Office Supplies		
Art/Craft Supplies		
Travel (ground transportation)		
Travel (airfare)		
Travel (lodging)		
Travel (food)		
Conference Registration		
Other (please explain)		

Total amount being requested through this Honors Undergraduate Research Grant application:

OTHER FUNDING SOURCES FOR THIS PROJECT

Source: _____ Amount: _____ ☐ *Requested* ☐ *Received*

Source: _____ Amount: _____ ☐ *Requested* ☐ *Received*

TIMELINE OF PROJECT

Anticipated Start Date: _____ Anticipated Completion Date: _____

To be completed by supervising faculty mentor:

FACULTY MENTOR INFORMATION

First Name: _____   Last Name: _____   TCU ID#: _____

Phone: (_____) _____   TCU Email Address: _____

College/Department: _____

STATEMENT OF FACULTY MENTORSHIP

In 250 words or less, please describe how you plan to mentor and support this student throughout the proposed research project or creative activity. Please be specific about how you will assess the student's progress (i.e. frequency of meetings, reading assignments, lab time, and milestones).

AGREEMENT

I agree to serve as the supervising faculty mentor for the project described in this student's grant application. I will support and assess student progress, as well as provide guidance relating to appropriate expenditures.

Printed Name: _____   Signature: _____   Date: _____

Decisions will be emailed to applicants and their faculty mentors within six weeks of the submission of completed applications. Grant recipients will be required to sign a contract upon acceptance of their funding. All reimbursements and invoices relating to this project and being funded by this grant should be processed through the Honors College. Any unspent grant funds will remain in the budget of the Honors College. Contact the Assistant to the Dean of the Honors College for further information.