

**Student Research Grants
Annual Deadlines: October 15 and March 1**

Requests are reviewed only twice during the academic year. If a request is submitted after the October 15 deadline, it will be reviewed for the March 1 cycle. No requests will be considered after March 1.

The student must apply for these research funds.

- These grants support individual or collaborative research. If the research project is collaborative, individual researchers may not submit individual requests.
- Grants will only pay for operating expenses (e.g., paper, duplicating, mailing, special equipment, lab equipment, chemicals, software, and travel necessary to conduct research).
- Grants will not pay for thesis binding, salary stipends, or conference travel.
- A faculty member must endorse the research.
- Grants are normally made for \$500 or less, although larger grants may be considered if properly justified.
- A student may only receive a maximum of two student research grants. If a second grant is requested, it must be for an entirely new project, not an extension of the first.
- A student may apply for a time extension if the research has not been completed, but additional funds will not be awarded.
- **If this research is accepted for publication in a state or national journal, please submit an electronic copy of the submission to this office.** If the publication is accepted for presentation at a state, regional or national conference, undergraduate students may request assistance with conference travel at <http://www.emporia.edu/research>. Graduate students should submit requests for conference travel to the Graduate Office on the appropriate application form (<http://www.emporia.edu/grad/policies-forms/forms.html>).

Grant requests MUST include the following information:

1. Summary of the research project.
2. Approved Human Subjects or Animal Utilization form, if applicable.
3. Delineated list of requested equipment/material and cost, including time period for which funds are requested, up to a maximum of one year.
4. Name of the journal or conference to which the student will submit the presentation of this research. Please include a copy of the manuscript if the research has been accepted for publication.
5. Description of the involvement of the faculty member (signature required on following page).

Submit grant request to: Research and Grants Center, Plumb Hall 313F, Campus Box 4003.

STUDENT RESEARCH GRANT APPLICATION

Check one: Undergraduate student Graduate student

Name:
Address:
Phone:
E-mail:

1. Provide a summary of the proposed research project (2 pages or less).
2. If appropriate, attach a copy of the approved Human Subjects or Animal Utilization form and approval letter.
3. Provide a delineated list of equipment/material and cost of each item, including the time period for which funds are requested, up to a maximum of one year.
4. Provide the name of the publication or conference to which this research will be submitted, and include a copy of the accepted manuscript.
5. Describe the involvement of the faculty member in this research.
6. A final report must be submitted to this office by the date given in the award letter.

Department:

Name of faculty sponsor:

Signature of faculty sponsor: _____

Date

Signature of student: _____

Date

Submit the proposal to: Research and Grants Center
Campus Box 4003, Plumb Hall 313F

For R&G use only:

Approved: yes no

Banner Index: Undergraduate 710302
Graduate 710202

Date: _____

Amount Awarded: _____

Expires: _____

Approved by: _____

Report due: _____