**Guidelines/Request for Proposals**

**Undergraduate Academic Project Grants**

**Up to $400 Awarded Per Project**

**(Reviewed on a Continuous Cycle from October 1, 2013 to March 14, 2014)**

Undergraduate Academic Project Grants support undergraduate research and creative work at Western Carolina University.  *Any full-time student or group of students working with a faculty sponsor* is eligible to apply for a grant that might provide support in many ways, including travel, equipment, or supplies.  Equipment purchased through a grant reverts back to the student’s department once the project is complete.

This program is supported by Quality Enhancement Plan (QEP) funds generated from local tuition.

Guidelines for Project Grant Proposals

1.  This program is administered by The Honors College; please direct questions to **Brian Railsback**, Dean, at 227-7383 or by e-mail ([brailsba@wcu.edu](mailto:brailsba@wcu.edu)).  For information regarding travel forms, purchase orders, or reimbursement processes, please contact **Bonnie Beam** at The Honors College ([beam@wcu.edu](mailto:beam@wcu.edu)).

2.  Project grants must be *authored by the student* while he or she is enrolled at WCU.

3. **Research projects must adhere to university and government policies concerning human and animal subjects in research as well as ensuring that work with potentially hazardous materials** (chemical, biological, or radiological) is completed in compliance with all regulations; for questions regarding these policies, contact Andrea Moshier, Interim Director of the Office of Research, 110 Camp Building (#2577).

4.  Cash advances are not allowed for projects, though purchase requisitions submitted to The Honors College are allowed.

5.  **Proposals, *which should be submitted electronically to Brian Railsback (***[***brailsba@wcu.edu***](mailto:brailsba@wcu.edu)***)*,** **should be no longer than five pages** **and should include:**

\* A cover sheet with the project title, participating student(s), faculty, and department (please include email and **phone numbers)**

\* A clear description of the project

\* A brief discussion of the significance of the project and what the participating student(s) will learn from it

\* A project plan that describes what, when, and where the project will take place, including a date for project completion

\* A budget, including an itemized list of equipment, supply, or travel expenses and an explanation why budgeted items are needed to complete the project

\* A bibliography of appropriate primary or secondary scholarly sources relevant to the project

6.  Proposals must include a brief letter of support from the faculty sponsor (the letter should indicate the sponsor’s belief that the project will be completed if funded).  Faculty sponsors should review proposals for style (spelling, grammar, etc.).

7.  Please email the faculty letter and proposal to Brian Railsback ([brailsba@wcu.edu](mailto:brailsba@wcu.edu)).

8.  Grants for **travel to conferences** (to make presentations) should include an e-mail or letter of acceptance from the conference.

9.  **For a group of students making multiple presentations at one conference**, please submit a travel grant for the entire group.  A group travel grant request should include the names of all student presenters, a letter of support from the designated faculty sponsor, and copies of all letters or emails of acceptance from the conference.  The single budget presented should be for the group.  **Based on the number of student presenters and available funding, the Academic Project Grants Committee will decide on the total amount to be awarded to the group.**

10. Undergraduate Academic Project Grants Committee, 2013-2014

* Robert Mulligan, Business, (#3329)
* Kia Asberg, Education and Allied Professions, (#3451)
* Indrani Bose, Arts and Sciences, (#3658)
* Christina Reitz, Fine and Performing Arts, (#2151)
* Sudhir Kaul, Kimmel School of Construction Management and Technology, (#3805)
* Tracy Zontek, Health and Human Sciences, (#2146)
* Brian Railsback, Honors College, (#2101)

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