

Grants for Student Research, Scholarship, and Creative Work (2009-2010)

Wabash College supports high quality, original, intellectual work by students in all disciplines. Such work serves to stimulate creative thinking, expand educational opportunities, and contribute to our liberal arts environment. The Undergraduate Research Celebration Committee awards grants to fund student research, scholarship, and creative work with one or more faculty members serving as project mentors and/or collaborators. Student grant recipients are generally expected to present their work to the campus community as part of the Annual Celebration of Student Research, Scholarship, and Creative Work on the last Friday of January.

Students may apply for a grant by writing a short proposal that describes the project as well as its goals and time-line for completion. Faculty sponsors also should submit a brief letter of support indicating the value of the proposed program, their willingness to mentor the student, and how the project can enhance the faculty member's own teaching or scholarship. Proposals should be constructed by both the student and faculty member for all collaborative projects.

Grant proposals should:

- Specify the nature of the research, scholarship, or creative work to be undertaken through a brief but comprehensive narrative, written to a general audience.
- Discuss the potential benefits of the experience for the student and faculty mentor/collaborator, including the development of the student as a scholar in the field of study as well as the impact on the future goals of the student.
- Provide a time-line for the work being proposed, including a projected outcome or goal for the work.
- Propose a budget for the project (typically not to exceed \$1,500 for the cost of supplies, materials, and travel necessary for the project).

Grant proposals must be submitted electronically to Chad Westphal (westphac@wabash.edu), the current Chair of the Undergraduate Research Celebration Committee. Proposals will be reviewed on a rolling basis and may be submitted at any time. Once a proposal has been approved, students whose project includes travel should follow the *Guidelines Regarding Funds for Student Travel* (see below).

Please be advised that the College has a policy that airline tickets should be purchased at least forty-five days in advance of travel. Please plan accordingly in submitting proposals that contain a travel component. A higher priority will be placed on proposals that lack other potential sources of funding, either through departmental funds or other college initiatives.

With the exception of internships, project awards may be used for necessary equipment, supplies, travel money, and other expenses associated with the project. The faculty sponsor will oversee the use of these funds. Continuing projects that demonstrate successful progress will be eligible for additional funding. At the conclusion of each semester, participating students and faculty are expected to submit a brief report explaining the progress of the project, its value, and its future potential use. This report should explain the progress of the project, its value, and its future potential use. Student grant recipients also should reflect on the consequences and value of the work for their liberal arts learning while faculty sponsors should comment on how the project has the potential to affect their liberal arts teaching and learning.

Examples of student work supported by the fund include:

- Independent student work, including independent study, under the direction of a faculty mentor.
- Student-faculty collaborative research, scholarship, or creative work.
- Attendance at a professional conference by a student to present research findings from independent work or student-faculty collaborative projects.
- Attendance at a professional conference alongside a faculty member in order to advance student intellectual work and expand student knowledge of a specific discipline or topic.
- Student internship proposals. Student stipends for summer internships will be funded at levels in accord with Wabash policy (currently between \$2500 and \$3600 for an eight-week internship).

If you have any questions about student grant proposals, please contact a member of the Undergraduate Research Celebration Committee.

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Undergraduate Research Celebration Committee

Guidelines Regarding Funds for Student Travel

Once your proposal is approved then you should proceed with the following:

- 1.** Make an appointment to meet with Jerry Bowie (bowiej@wabash.edu) to make airline and/or hotel reservations.
- 2.** Make an appointment with Lissa Mason (masonl@wabash.edu) or Bill Doemel (doemelb@wabash.edu) at Trippett Hall. In this meeting, working with Mrs. Mason/Professor Doemel you will address the following issues:
 - A.** Identify activities that can be paid directly by the Center of Inquiry, ie. conference fees and equipment.
 - B.** Decide how to manage other expenses associated with your project.
 - 1.** If necessary, the Center of Inquiry will request a travel advance for you in the name of William Doemel.
 - 2.** Professor Doemel either will endorse the check as pay to you and give you the check to cash at Chase Bank or give you the money.
 - C.** Explain your responsibility to account for all of your out-of-pocket expenditures. You only will be reimbursed for receipted expenses including the receipt for the motel and the conference. The Center of Inquiry will provide you with a form to complete and return with your receipts.
 - D.** Establish a schedule. With Mrs. Mason/Professor Doemel, you will develop a schedule for all of the tasks that you need to complete.
- 3.** Upon return, you will submit an expense report and your receipts including the receipt for the room and for the conference to Mrs. Mason or Professor Doemel. If you received a travel advance, you must return any remaining cash to Mason/Doemel as well.
- 4.** You will submit your report on your project along with any papers that came from your work to the Chair of the Committee.
- 5.** You will submit a proposal for either a poster or paper presentation at the following Celebration of Undergraduate Research in January.