

COHS Student Research and Travel Grant

Purpose: To provide funds needed for students to conduct a supervised research project OR attend a conference to present their research.

Award: Maximum award is \$500

Eligibility: Full-time COHS undergraduate and graduate students working with a faculty mentor/advisor on a research project or creative work, with priority given to students who have not received this funding in the past.

Qualifying expenses: Funds can be used for one of two options: 1) to support a research project through the purchase of research equipment, chemicals/cleaning supplies, software programs, and other necessary equipment to complete the project, OR 2) to pay for travel to present scholarly work at a state, regional, national, or international conference. Funds may be used to support graduate thesis work.

Proposal: If you are applying for funding to support a research project, please follow directions for Research Grant. If you are applying for funding to support travel for a research presentation, please follow directions for Travel Grant.

Research Grant: Include the following sections

1. Cover page (see supplementary materials)
2. Project summary (2-pages maximum)
 - a. Introduction and Purpose
 - b. Methodology
 - c. Alignment with COHS mission
3. Budget and Justification - indicate company, model, and cost of each piece of equipment. Use the budget template provided with supplementary materials.
4. Timeline - Outline when you will conduct research activities and how you intend to disseminate the results (e.g., conference presentation, journal article submission).
5. Faculty mentor/advisor statement – include a summary statement of the project including: the role of the faculty mentor in writing the grant proposal and what mentoring will be provided
6. References – AMA or APA (7th edition) format
7. Supporting documents (when applicable) – IRB approval, IACUC approval, or letters of support

Travel Grant: Please include the following sections

1. Cover page (see supplementary materials)
2. Project abstract (or content submitted for the conference)
3. Brief information about conference (name, location)
4. Proof of acceptance or letter of submission
5. Budget and justification (use the budget template provided with supplementary materials)
6. STAPP Award submission (if applicable)

Deadlines and submission: Submit all materials to Jennifer Bunn (jab229@shsu.edu). This is a rolling submission, so there are no deadlines. Please indicate COHS Internal Research Grant in the subject line of the email. Applicants will receive a confirmation email within two business days of receiving the submission.

Formatting guidelines:

Use Arial, 11-point font

Single space, with 1-inch margins

Insert page numbers at the bottom of the page

Submit as one PDF document

Decision criteria:

Research Grant

1. Does the project address COHS mission?
2. Overall methodological soundness
3. Likelihood of achieving outcomes within 15 months of project completion. Order of preference is: 1) refereed publication(s)/exhibitions; 2) grant proposal; 3) presentation(s)
4. Multi-disciplinary – integrates information, techniques, data, theories, and/or concepts for two or more areas of specialized knowledge.

Travel Grant

1. Acceptance to a conference within area of expertise
2. Acceptance to an interdisciplinary conference
3. Submitted to interdisciplinary conference or within field of expertise

Disbursement of funds: Awardees will receive funding through the student's respective department. Original bills and paid receipts are required. Please refer to your respective department to manage reimbursement.

Post-award obligations:

Research Grant: Awardees will provide a summary (maximum of 1 single-spaced page) of the status of the project specific to the anticipated outcomes and a financial update. It is preferred to include documents supporting dissemination of results when applicable. Post award summaries are due to Jennifer Bunn within one year of receiving funds.

Travel Grant: no post-award obligation