**Oakland University**

**HONORS COLLEGE THESIS RESEARCH GRANT APPLICATION**

**A formal Honors College Thesis Proposal must accompany ALL grant applications**. Each grant application is evaluated separately but is contingent on approval of the thesis proposal.

**Funding/Disbursement:** Maximum funding: $1,500. Fundsare distributed by reimbursement only. You **must** present **original** receipts for reimbursement purposes**.** \*Exception: lab expenses are deposited directly to existing lab accounts.

**IRB**: If research involves Institution Review Board (IRB) approval, grant disbursement will be subject to confirmation of IRB approval.

**Application Deadline**: Due concurrent with Honors College Thesis Proposal

\*Please **type** in boxes to complete form, save a copy and then print to get original signatures.

**Applicant information**

1. Applicant’s Name:
2. Major:
3. Expected Date of Graduation (Please use mm/yyyy format)
4. Faculty Mentor Name
5. Mentor Email Address (Please use oakland.edu address)

**Project Information**

1. Title of Project
2. Final Summary: (Please attach your thesis proposal summary)
3. Plan to **begin** research (semester/yy):       Plan to **finalize** research (semester/yy):

**Compliance Information: Check all that apply**

9. Use of radioactive material?

10.  Use of DNA and/or infectious materials?

11.  Use of vertebrate animals

**Budget:** Please fill out completely on next page.

**Please Note:**

1. Equipment purchased with grant funds is the property of Oakland University and reverts back to The Honors College at the end of the research project**.**
2. The purchase of **software** is subject to strict guidelines by OU and is not usually purchased with thesis grant funding. If you need software, please check first to see if it is available elsewhere on campus or if there is another means to accomplish what you need to do. If it is absolutely necessary and there are no other options, please let us know. **Note**: even if you are able to get approval, the software will not be installed on your personal computer but on one of the HC lab computers instead.
3. We cannot use grant funds to “**hire**” people such as transcriptionists, translators, statisticians, editors, etc.
4. All “original” receipts must be turned in within **4-6 weeks of purchase** in order to qualify for reimbursement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of Request | Amount Requested from HC | Full Cost |
| **TRAVEL**-non conference |  |  |  |
| * Transportation | Ex.: airfare, etc. | $ | $ |
| * Meals | How many days? | $ | $ |
| * Lodging | How many nights? | $ | $ |
| **TOTAL TRAVEL**  **(Max. $1,500)** | $ | $ | $ |
| **EQUIPMENT**  (Max: $500) | (List, be as specific as possible) | $ | $ |
| **MISC. SUPPLIES** (Max: $300) | (List, be as specific as possible) | $ | $ |
| **LAB SUPPLIES** (Max. $1,500) | (List, be as specific as possible) | $ | $ |
| **PARTICIPANT**  **INCENTIVES** (Max: $500) | (List and explain) | $ | $ |
| **Conference-Attend/Present:** (Max: $200) | Give details (What, where, when, purpose?) | $ | $ |
| **OTHER** (Max: $500) | Must explain | $ | $ |
| **TOTAL (MAX. $1,500)** | NA | $ | $ |

12. Please attach **current C.V.** and approximately 150 words of **funding rationale**

**Signatures**

Student: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honors College Council Approval**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Honors College Council Secretary