

LAGRANGE COLLEGE
UNDERGRADUATE RESEARCH PROGRAM
GUIDELINES

Research is an integral part of study in all disciplines. To encourage and support research by students, LaGrange College has established the Undergraduate Research Program. Eligible students may apply for funding to assist in defraying the costs of conducting research and disseminating its results to the scholarly community. Faculty may apply for funds to assist with the support of undergraduate research conferences on campus.

Participation in scholarly research takes time and lots of hard work, but it is as rewarding as the effort put into it. Before undertaking a project, students should carefully examine their work load and the strength of their commitment.

I. TYPES OF AWARDS AVAILABLE

The Academic Services Committee (ASC) provides three types of awards to encourage undergraduate students in their work at the College.

- A. Research Grants of up to \$500 – Available to support student research of all types.
- B. Travel Grants of up to \$500 – Available to allow students to travel to workshops, seminars, and conferences to present the results of research at professional conferences.
- C. Conference grants up to \$500 – available to faculty members to assist in supporting undergraduate research conferences held on the LaGrange College campus.

II. RESEARCH GRANTS (for Students)

A. Eligibility

- 1. Any undergraduate student who has attained 54 semester hours is eligible to participate.
- 2. Each applicant will need to have a faculty member who is willing to supervise his/her project.
- 3. There is a limit of one application per student per year.
- 4. If the application is for funding to continue a project previously funded by the Academic Services Committee, no award will be made unless the applicant submits a progress report relating the previous work done to the currently proposed stage of the project.

B. Items That May Be Funded

- 1. Special equipment, materials and supplies (limited to those items not normally provided by the student's major department).
- 2. Charges for services not normally supplied by the Information Services of the College and the College library (e.g., special computer costs, literature searches).

3. Limited photocopying (e.g. surveys to be distributed, limited copies needed for distribution). Photocopying will not be considered an alternative to note taking and must be specifically justified in the proposal.
4. NOTE: Grants will not be awarded to fund tuition at other educational institutions, domestic or abroad.

C. Procedures

1. Applications for an Undergraduate Research Grant must be typed or legibly printed on a form provided for that purpose. The form may be obtained from the Academic Services Committee (ASC) or from department secretaries. There is a fall semester and spring semester deadline for accepting applications. Please refer to the application form for current deadlines.
2. Applications must be accompanied by a letter of endorsement by a supervising faculty member.
3. Grants to support research will normally not exceed \$500. Larger grants may be considered depending on the quality of the proposed research and the availability of funds. However, a compelling argument must be made in order to justify the need for a larger grant and the Committee may not fund the full amount requested.
4. An application may be submitted individually or jointly by two or more eligible students.
5. If a research proposal involves use of human subjects, approval of the Department Chair and/or IRB for protection of Human Subjects must be obtained before an award will be made. The approval of the IRB must be obtained before the research can begin.
6. **Students must submit the application by email** to Dr. Mitchell Turner, Music Department (mtturner@lagrange.edu).
7. Applications are evaluated by the Academic Services Committee (ASC), and the chair of the ASC will notify applicants in writing of the Committee's decision concerning their application.
8. At the time a grant is made, an expiration date will be established consistent with the projected timetable contained in the application. Extensions beyond the original expiration date may be granted by the Committee upon petition by the recipient. To receive consideration, such petitions must be endorsed by the supervising faculty member.
9. Sometimes the Committee will feel that a project appears worthy of funding, but will have specific questions regarding the design of the project or particular aspects of the application. In that case, the student will be asked to submit a new application, which addresses the Committee's questions or concerns.
10. **As a condition of receiving a grant, a student must agree to present his or her research findings at the Undergraduate Research Contact Program held in the Spring of each year. Although this is an obligation connected with the grant, it is also an opportunity for the student to receive due recognition for the work.**

11. A copy of each proposal approved by the committee will be placed on file with the Business Office.

D. Disbursement

1. Upon notification by the Chair of the ASC, the Business Office will establish an account in the name of the recipient for the amount of the grant and notify the recipient of the account number. Any deviation in items of expense as stated in the application and approved by the Committee must have the approval of the Chair before purchase is made.
2. Direct payment to providers of goods and services can be made by the Business Office upon submission of the provider's invoice accompanied by the grant recipient's written request to make payment.
3. Advances for expenditures may be obtained by submitting a LaGrange College Request form to the Business Office. **For expenditures for which an advance is made, appropriate vouchers and receipts must be sent to the Business Office within one week following delivery of goods and services.**
4. Funds will not be available for student use beyond the expiration date established at the time of the award. All funds remaining in the student's research account will revert to the College upon the expiration date.
5. All requests for disbursement of funds must be made in writing to the Business Office and endorsed by the faculty member supervising the project.

E. Conditions

1. An applicant may not be reimbursed for an expense before an application is approved.
2. Special equipment and materials and unused supplies become the property of LaGrange College at the conclusion of the research project and should be included in the regular inventory of the department concerned.
3. A recipient of a grant who leaves LaGrange College or is dropped from a program must return all unexpended funds to the College.
4. Any publication resulting from a project supported by a grant shall include an appropriate acknowledgement of assistance from LaGrange College and a copy of the publication shall be forwarded to the Committee.
5. Grant recipients must agree to submit to the Chair of the ASC a final report containing: (1) a summary of what was accomplished on the project during the period of the grant, and (2) an itemized list of expenditures. **The report is due no later than thirty days after the end of the period for which the grant was given.** If a publication or a presentation at a professional meeting resulted from the Grant, the report shall be accompanied by a copy of the publication or the program listing the presentation.

F. Evaluation Criteria

1. The quality and clarity of proposed research will be evaluated.

2. Does the researcher have the support of a faculty member?
3. The capability of the student to complete the project will be evaluated. Relevant evidence includes:
 - a. prior research experience
 - b. GPA
 - c. Prior courses in research methods and statistics (please list grades received)
4. Evaluation of the potential impact of the project will be done, including probability of:
 - a. publication
 - b. presentation at professional meeting
5. Priority will be given to applicants who have not received an award previously as project leader and to new research projects.

III. TRAVEL GRANTS (for Students)

A. Eligibility

1. Any undergraduate student is eligible to participate who has been accepted to present the results of research funded by the College at professional conferences.

B. Items That May Be Funded

1. Costs that may be covered include transportation, lodging, meals, registration fees and materials such as posters. Application for this should be made separately from the application for research funding and only after a student's paper or project has been accepted for presentation. A copy of the acceptance letter should be included in the application.
2. Travel awards will typically not exceed \$500.

C. Procedures

1. Applications for a Travel Grant must be made on a special travel grant application form provided for that purpose. The form may be obtained from the Chair of the Academic Services Committee or from department secretaries.
2. Applications must be accompanied by a letter of endorsement by a supervising faculty member.
3. **Students must submit the application by email** to Dr. Mitchell Turner, Music Department (mtturner@lagrange.edu).
4. Travel grant requests will be accepted on a continual basis and will be considered when submitted. Please allow at least six weeks for an application to be evaluated, processed, and the Business Office notified.
5. Applications are evaluated by the Academic Services Committee. The Chair will notify applicants in writing of the Committee's decision concerning their application.

6. At the time a grant is made, an expiration date will be established and consistent with the projected timetable contained in the application. All expenses should be submitted by that time.
7. A copy of each proposal approved by the committee will be placed on file with the Business Office.

D. Disbursement

1. All requests for disbursement of funds must be made in writing to the Business Office and endorsed by the faculty member supervising the project.
2. Advances for travel may be obtained by submitting a request form to the Business Office. Within one week following completion of travel for which an advance is made, appropriate vouchers and receipts with a travel expense statement must be furnished to the Business Office.
3. Reimbursement for travel expenses incurred when no advance is involved may be obtained by submitting to the Business Office a statement of travel expense accompanied by appropriate vouchers and receipts.
4. Funds will not be available for student use beyond the expiration date established at the time of the award. All travel funds remaining in the student's travel fund will revert to the College upon the expiration date.

E. Conditions

1. If granted and budget constraints allow, applicants will generally receive no more than two days of lodging costs and three days of meal costs.
2. Travel grant recipients must agree to submit to the Chair of the ASC a final report containing a summary of the manner in which the grant was expended including an itemized list of expenditures. **The report is due no later than thirty days after the end of the period for which the grant was given.** If a publication or a presentation at a professional meeting was given, the report shall be accompanied by a copy of the publication or the program listing the presentation.

IV CONFERENCE GRANTS (for Faculty Sponsors of on-campus Student Conferences)

A. Eligibility

1. Any faculty member or academic department sponsoring an undergraduate research conference on the LaGrange College campus is eligible to apply.
2. The conference must include both LaGrange College undergraduates and undergraduate students from other colleges and universities as participants. The primary purpose of the conference must be for the presentation of undergraduate research.

B. Items That May Be Funded

1. Funds may be used for administrative support of a conference. Costs that may be covered include but are not limited to advertising the conference, printing of programs

or other information for attendees, or set up. Costs not normally paid from other college accounts are eligible.

2. Funds may not be used for food or lodging for LaGrange College students or for students from other campuses.

C. Procedures

1. Applications for funding should be typed on LaGrange College letterhead and signed by the faculty member organizing the conference.
2. The application must specify the dates and the nature of the conference, the approximate numbers of both LaGrange College students and visiting students expected to attend, and the specific costs to be covered by undergraduate research funds.
3. The faculty member should submit the request to Dr. Mitchell Turner, Music Department. **Please submit the request by email** (to: mturner@lagrange.edu) **and one paper copy of the application** by campus mail (including supporting documents) to Dr. Mitchell Turner, Music Department.

D. Disbursement

1. Upon notification by the chair of the Academic Services Committee, the business office will establish an account in the name of the recipient for the amount of the grant.
2. Direct payment to providers of goods and services can be made by the business office upon submission of the provider's invoice accompanied by the grant recipients request for payment.
3. Funds not expended by one month following the close of the conference will revert to LaGrange College.

E. Conditions

1. Expenses included before the application is approved will not be reimbursed from the grant.
2. Any publication of conference proceedings supported by the grant will include an appropriate acknowledgement of assistance from LaGrange College and a copy of the publication will be forwarded to the committee.
3. Grant recipients must agree to submit to the committee a final report containing (1) a summary of the conference including a report of the number of participants (2) an itemized list of expenditures paid for from the grant. The report is due no later than two months following the closing date of the conference.

Please adhere to the following organization in writing your proposal:

Part 1. Aims (One page max.) ***Please note: If you have received previous funding for an aspect of this project, you must provide a progress report and explain how your current proposal related to the work previously funded.***

As concisely as you can, state the aims of your project. What are the specific questions you seek to answer? Please keep in mind that most members of the Committee are not experts in your field. In this section and in the rest of the application, make every effort to write your proposal for an educated, but not an expert, audience.

Part 2. Project Design and Methods (Two pages max.).

Describe the design of your project, and explain how the methods and design of your project will answer the questions you pose. If your work requires human subjects, do you have approval from the chair of your department and/or from the IRB? If not, please explain what steps you will take to receive the required approval.

Part 3. Budget

Provide a detailed budget to the nearest whole dollar and justify your expenses. Awards are for \$500 or less, and the Committee may trim your budget if it appears excessive.

**LAGRANGE COLLEGE
UNDERGRADUATE RESEARCH PROGRAM
RESEARCH GRANT APPLICATION**

[Must be typed or neatly printed]

Date of Application _____

Name: _____ Email Address _____

Student ID No.: _____ Name as it appears on ID card: _____

Present Address _____

Street City State Zip

Present Telephone No.: _____

Permanent Address _____

Street City State Zip

Major(s) _____ Minor (s) _____

GPA cumulative _____ GPA Major _____

Hours Completed: _____ Expected Date of Graduation: _____

Title of Project: _____

Department(s) in which project is to be performed: _____

Supervising Faculty Member: _____

BUDGET (itemized):	+Hardware or Equipment _____	\$ _____
	+Software _____	\$ _____
(Please explain	+Travel for Research _____	\$ _____
the items in	+Supplies (copies, paper, etc.) _____	\$ _____
each category)	+Other _____	\$ _____
		=====

TOTAL AMOUNT REQUESTED \$ _____

Period for which grant is sought:

Starting Date: _____ Termination Date: _____

Courses you have had or in which you are currently enrolled that are relevant to the proposed project.

<u>Course</u>	<u>Course grade if completed</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Skills, knowledge, etc., pertinent to project:

Please submit by email to the Chair of the Undergraduate Research Committee. Remember that you must submit a letter/email of support from your faculty supervisor.

**LAGRANGE COLLEGE
UNDERGRADUATE RESEARCH PROGRAM
TRAVEL GRANT APPLICATION**

[Must be typed or neatly printed]

Date of application _____

Name: _____ Email Address _____

College ID No. _____

Present Address _____
Street City State Zip

Present Telephone No.: _____

Major(s) _____ Minor (s) _____

GPA cumulative _____ GPA Major _____

Hours Completed: _____ Expected Date of Graduation: _____

Period for which grant is sought:
Starting Date: _____ Termination Date: _____

Destination _____

Mode of travel _____
Duration of trip _____

Travel	\$ _____
Meals	\$ _____
Fees	\$ _____
Lodging	\$ _____
Other (specify)	\$ _____

BUDGET:

TOTAL AMOUNT REQUESTED \$ _____

Please describe below the reason for your proposed travel and how it will contribute to your educational goals. Continue on an extra sheet if necessary. Attach an abstract of the paper to be delivered of the project to be presented.

Please submit by email to the Chair of the Academic Services Committee. Remember that you must submit a letter/email of support from your faculty supervisor.