

Undergraduate Research Program Guidelines

To encourage and support research by students, LaGrange College has established the Undergraduate Research Program, whose purpose is to 1) support and encourage students and faculty as they complete research within their field, 2) facilitate the publication and public dissemination of research through Citations and events on campus, and 3) provide monetary support to defray the costs of conducting research and disseminating its results to the scholarly community. There are several types of funding awards.

Undergraduate research, scholarship, and creative inquiry is fundamentally a pedagogical approach to teaching and learning. With an emphasis on process, the Council on Undergraduate Research (CUR) defines undergraduate research as: A mentored investigation or creative inquiry conducted by undergraduates that seeks to make a scholarly or artistic contribution to knowledge. (https://www.cur.org/who/organization/mission_and_vision/)

I. TYPES OF AWARDS AVAILABLE

The LaGrange College Undergraduate Research Program provides three types of awards to encourage undergraduate students in their work at the college.

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

II. RESEARCH GRANTS (for Undergraduate Students)

- D. Eligibility - Funding requests must come from the faculty member who is serving as the mentor for the project. The faculty member should be sure that the student has completed enough course material to understand the research and be able to make sufficient progress towards the final product. We, therefore, trust the faculty member to determine which students are eligible for funding.
- E. Items That May Be Funded
 - 1. Equipment, materials and supplies.
 - 2. Charges for services not normally supplied by the Information Services of the college and the college library (e.g., database access).
 - 3. Printing costs (e.g. surveys and poster printing).
 - 4. Human participant compensation.

5. Grants will not be awarded to fund tuition at other educational institutions, domestic or abroad.
6. 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.

F. Procedures

7. As stated above, faculty members should submit applications for funding. While we encourage students to help in this process, we do not expect students to fully understand our billing process or budget process. We also want to make sure that faculty members are aware of the student's goals and required materials.
8. Applications for funding can be submitted through the website.
(<https://www.lagrange.edu/academics/undergraduate/undergraduate-research/grant-requests.html>)
9. Applications may be submitted that support more than one student; however, if the projects are unrelated then separate applications should be used. For example, a group of four students attending the same conference could be submitted all together, while two students with different, unrelated projects should apply for funding individually.
10. 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. The approval of the IRB must be obtained before the research can begin.
11. Applications are evaluated by the Academic Services Committee (ASC).
12. Sometimes the Committee will feel that a project appears worthy of funding but will have specific questions. In this case, communication among the faculty mentor, undergraduate student, and ASC will clear up any questions before funding is awarded.
13. As a condition of receiving a grant, a student must agree to present his or her research findings at the Honors Day Poster Session, or another approved event, held in the Spring of each year.

G. Disbursement

14. After funding has been awarded, notification by the Director of Undergraduate Research will be sent to the faculty mentor through email. This email will contain the specific account number for which funds can be used.

15. Faculty members should be the point person for purchases. Undergraduate students should in no way be making personal purchases in the hopes of reimbursement from the Business Office.
16. The Business Office will also be notified of the award and will monitor expenses. Any deviation in items of expense as stated in the application and approved by the Committee must have the approval from the ASC before purchase is made.
17. Direct payment to providers of goods and services can be made by the Business Office upon submission of the provider's invoice.
18. 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.
19. Funds not used by the end of the academic year will revert back to the college.
20. All requests for disbursement of funds must follow standard procedures set up by the Business Office.

H. Conditions

21. An applicant may not be reimbursed for expenses before an application is approved.
22. Equipment, materials, and unused supplies generally become property of LaGrange College and should be included in the regular inventory of the department concerned. Any items that become property of the student should be so designated in the UR application.
23. A recipient of a UR grant who leaves LaGrange College, withdraws from the course supporting the research, or is dropped from a program may not continue to utilize funds.
24. Any publication resulting from a project supported by a grant shall include an appropriate acknowledgement of assistance from LaGrange College Undergraduate Research Program and a copy of the publication shall be forwarded to the Committee. For example, a publication or poster should have the statement, "This project was funded and supported by the LaGrange College Undergraduate Research Program."
25. If the project results in a poster or presentation disseminated at a LaGrange College event, no final report is needed. If the project is not formally disseminated at a LaGrange College event, the faculty mentor and undergraduate student should submit a short summary of the project, results/findings, and impact. This should be submitted at the end of the academic year.

I. Evaluation Criteria

26. The quality and clarity of proposed research. The Director of Undergraduate Research will work with the faculty mentor to clarify and enhance any areas that are unclear.
27. Evaluation of the potential impact of the project will be done, including probability of:
 - a. Publication
 - b. Presentation at professional meeting
28. If funding is limited, 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 Undergraduate Students)

- J. Eligibility - Funding requests must come from a faculty member. The faculty member should be sure that the student mature enough to attend a professional conference, manage a budget, and represent LaGrange College appropriately. We, therefore, trust the faculty member to determine which students are eligible for funding.
 29. Any undergraduate student is eligible to participate who has been accepted to present the results of research funded by the college at professional conferences or attend workshops related to their field.
 30. If funding is available, students are also allowed to simply attend and not present at conferences.
- K. Items That May Be Funded
 31. Costs that may be covered include transportation, lodging, meals, and registration fees. 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.
 32. Travel awards will typically not exceed \$500. Requests larger than this will be reviewed by the ASC and require a clear reason for the expense. For example, travel that requires airfare is typically more than \$500. In this case, we would want to make sure that this event is the only option and that more regional events are also not options.
- L. Procedures
 33. Faculty members should submit applications for funding. While we encourage students to help in this process, we do not expect students to fully understand our billing process or budget process. We also want to make sure that faculty members are aware of the student's goals and required materials.
 34. Applications for funding can be submitted through the website. (<https://www.lagrange.edu/academics/undergraduate/undergraduate-research/grant-requests.html>)

35. Applications may be submitted that support more than one student. Students should all be attending the same conference with a combined budget. If individual students have different budgets, different destinations, or different timetables, they should be submitted individually.
36. Applications are evaluated by the Academic Services Committee (ASC).
37. Sometimes the Committee will feel that a project appears worthy of funding, but will have specific questions. In this case, communication among the faculty mentor, undergraduate student, and ASC will clear up any questions before funding is awarded.
38. As a condition of receiving a grant, a student must agree to present his or her research findings at the Honors Day Poster Session, or another approved event, held in the Spring of each year.

M. Disbursements

39. After funding has been awarded, notification by the Director of Undergraduate Research will be sent to the faculty mentor through email. This email will contain the specific account number for which funds can be used.
40. Faculty members should be the point person for purchases. Undergraduate students should in no way be making personal purchases in the hopes of reimbursement from the Business Office.
41. The Business Office will also be notified of the award and will monitor expenses. Any deviation in items of expense as stated in the application and approved by the Committee must have the approval from the ASC before purchase is made.
42. Direct payment to the organization for conference fees can be made by the Business Office upon submission of the provider's invoice.
43. 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.
44. Funds not used will revert back to the college after the conclusion of the conference or event.
45. All requests for disbursement of funds must follow standard procedures set up by the Business Office.

N. Conditions

46. Fees or purchases may not be paid or reimbursed before an application is approved.
47. A recipient of a UR grant who leaves LaGrange College, withdraws from the course supporting the research, or is dropped from a program may not

continue to utilize funds. Conference fees already paid and not eligible for refunds can be transferred to other students to fill the vacancy.

48. If the project results in a poster or presentation disseminated at a LaGrange College event, no final report is needed. If the project is not formally disseminated at a LaGrange College event, the faculty mentor and undergraduate student should submit a short summary of the event. This should be submitted at the end of the academic year.

O. Evaluation Criteria

49. The impact of the event on the profession and the opportunities available to the student.
50. If funding is limited, priority will be given to applicants who have not received an award during this academic year.

IV. CONFERENCE GRANTS

P. Eligibility

51. Any faculty member or academic department sponsoring an undergraduate research conference on the LaGrange College campus is eligible to apply.
52. The conference must include opportunities for both LaGrange College undergraduates and undergraduate students from other colleges and universities.
53. The primary purpose of the conference must be for the presentation of undergraduate research. If the conference is not focused on undergraduate research, but has a small component that supports undergraduate research, then the funding request should apply only to that undergraduate research portion of the conference (i.e. funding the poster session for undergraduates).

Q. Items That May Be Funded

54. Funds should 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.
55. Other use of funds should be explained in the application, along with a rationale for the request.

R. Procedures

56. As the budget and number of other funding requests changes from year to year, a request of this matter should be communicated directly to the Director of Undergraduate Research near the beginning of the school year.
57. After communicating with the Director, an application will be sent through email. This application will be different for each conference, but common

requests include the dates of the event, nature of the conference, approximate number of students it will serve, impact to the profession and LaGrange College, and detailed budget.

58. Applications are evaluated by the Academic Services Committee (ASC).
59. Sometimes the Committee will feel that a project appears worthy of funding, but will have specific questions. In this case, communication among the faculty mentor, undergraduate student, and ASC will clear up any questions before funding is awarded.

S. Disbursement

60. After funding has been awarded, notification by the Director of Undergraduate Research will be sent to the faculty mentor through email. This email will contain the specific account number for which funds can be used.
61. The Business Office will also be notified of the award and will monitor expenses. Any deviation in items of expense as stated in the application and approved by the Committee must have the approval from the ASC before purchase is made.
62. Direct payment to providers of goods and services can be made by the Business Office upon submission of the provider's invoice.
63. Funds not used by the end of the academic year will revert back to the college.
64. All requests for disbursement of funds must follow standard procedures set up by the Business Office.

T. Conditions

65. Expenses included before the application is approved will not be reimbursed from the grant.
66. Any publicity items for the event (i.e. program, flyers, etc) shall include an appropriate acknowledgement of assistance from the LaGrange College Undergraduate Research Program and a copy of the publication shall be forwarded to the Committee. For example, a conference program should have the statement, "This conference was funded and supported by the LaGrange College Undergraduate Research Program."
67. Any publication of conference proceedings supported by the grant will include an appropriate acknowledgement of assistance from LaGrange College Undergraduate Research Program and a copy of the publication will be forwarded to the committee. For example, the conference proceedings document should have the statement, "This conference was funded and supported by the LaGrange College Undergraduate Research Program."
68. Grant recipients must agree to submit to the committee a final report summarizing the event. This should be submitted at the end of the academic year.

