**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. Grant application must include attached curriculum vitae (c.v.) and funding rationale.

**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.

**Funding/Approval/Mentors:** Mentors should confirm with appropriate OU Finance/Research contact that requested items are allowable OU expenses.

**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. \*Honors College grant funding is generous but can only be applied for and approved with the final proposal. NO changes/additions will be made to funding after approval.

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

**Applicant information**

1. Applicant’s Name:
2. Semester/Year submitting grant:  Fall  Winter Summer / Year
3. Major:
4. Expected Date of Graduation (Please use mm/yyyy format)
5. Faculty Mentor Name
6. 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**

1. Use of radioactive material?
2. Use of DNA and/or infectious materials?
3. Use of vertebrate animals

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

12. Attach **current C.V.** (Curriculum Vitae) and approximately 150 words of **funding rationale**

**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. **Software/ Website Licenses**: The purchase of software and licenses is subject to strict OU guidelines, and is not easily purchased with thesis grant funding. Before requesting to purchase software or a website license:
   1. OU requests that you check to see if it is available elsewhere on campus or if there is another means to accomplish what you need to do.
   2. If there are no other options, OU’s Software Purchasing Checklist form will need to be filled out by the student and mentor. **Once proof of approval from UTS is forwarded to us**, we will need to get an invoice from the vendor and can begin the paperwork to make the purchase.
      1. **Note**: even if you receive approval, software cannot be installed on your personal computer.
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.
5. **All funding is approved at the discretion of The Honors College**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of Request | Amount Requested from HC | Full Cost |
| **RESEARCH TRAVEL**- (NON conference only) | (NON conference travel only-see conference funding below) |  |  |
| * Transportation | Ex.: airfare, mileage, etc. (no car rental) | $ | $ |
| * 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 TRAVEL-Attend/Present:**  (Max: $200 conf. total) | Conference details (What, where, when, purpose?) | $  \*max $200 | $ |
| **OTHER** (Max: $500) | Must explain/detail | $ | $ |
| **TOTAL (MAX. $1,500)** | NA | $ | $ |

**GRANTS CAN ONLY BE APPROVED FOR ITEMS/ACTIVITIES APPROVED BY OAKLAND UNIVERSITY.**

**MENTORS SHOULD CONFIRM THAT ITEMS/ACTIVITIES ARE ABLE TO BE APPROVED/FUNDED BEFORE SIGNING THE GRANT FORM.**

**\*THE GRANT IS PROVIDED BY REIMBURSEMENT, SO ANY UNAPPROVED ITEMS/ACTIVITIES WOULD RESULT IN COST TO THE STUDENT.**

**Signatures**

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

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