Application Procedures for Student Research Grants

The proposal and this form, signed and dated, should be submitted to Dr. Julie Goodspeed-Chadwick, director of the Office of Student Research at Indiana University Columbus, at juligood@iu.edu as PDF files. **The deadlines for review are October 3, 2024 and February 4, 2025.**

Eligibility

- Students (or student teams) should occupy the roles of primary authors or co-investigators of the research projects and will receive credit as author(s). Students must secure a faculty mentor(s) for each OSR project proposed.

- Students must be enrolled at least half-time (6 credits for undergraduates and 3 for graduate students) at IU Columbus.

- Students must be in good standing with the university.

Considerations

- The faculty mentor is responsible for ensuring that the student follows the appropriate protocol for the research project (e.g., IRB approval and other risk precautions). If your research or conference will involve international student travel, the faculty mentor must notify the IU Indianapolis Office for International Affairs (abroad@iu.edu) and obtain the required IU authorization by submitting a proposal to the IU Office of Overseas Study: https://overseas.iu.edu/policies/program-dev/proposals/guidelines.html.

- The review committee will consider all types of projects proposed by students working in different disciplines and areas. Community-based projects that address the needs of the region are encouraged.

- Research funds must be used for costs related to the research project (i.e., materials and services) in accordance with university policies within the designated academic year. Unspent funds return to IU Columbus' Finance and Administration Office by the end of spring semester. Special circumstances may warrant modifications or extensions in the funding timeline.

- Grants are non-renewable; however, current students who have won grants in the past may reapply for a grant for a new project; for a project that is an extension of a previous project; and/or for conference travel related to the presentation of previously sponsored OSR work.

Proposals

- Students should create and attach a title, a narrative that addresses the purpose or significance (i.e., why the project is being pursued), objectives (i.e., what the project will accomplish), and plan (i.e., how the project will be completed) of the research project. The OSR Review Board appreciates the inclusion of a review of literature in the proposal if possible.

- An anticipated budget for itemized expenses must be included. (Please note: A maximum amount of $1,000 can be awarded to a single research project, whether sponsored by a single student or a student team. Please note that less than $1,000 can be and may be awarded. Please also note that the OSR sponsors projects that do not need funding or additional funding; it provides in-kind support in these instances.)

- A description or list of expected outcomes (i.e., what the results might look like) should be included.

- A plan for the presentation or dissemination of scholarship is expected and should be addressed in the proposal. (Note: IU Columbus will organize an exhibition for students involved with the Office of Student Research to showcase their work. This exhibition will take place at the end of the spring semester.)

- The potential impact of the research on communities outside of IU Columbus should be indicated in the proposal.

- A recommendation letter from the faculty mentor should accompany the proposal. Faculty mentors are expected to articulate their willingness and ability to guide students through the research process; explain the degree of independence that the students will have in their research projects; and comment on the students' abilities to complete projects or present work in progress three weeks before the week of final exams in the spring semester of the academic year that the grant is awarded.

- The student should provide the following contact information: name, address, telephone number(s), and university e-mail address.

I (THE STUDENT) CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE.
IF MY APPLICATION IS APPROVED, I AGREE TO ABIDE BY THE POLICIES, RULES, AND REGULATIONS OF THE UNIVERSITY AND THE OFFICE OF STUDENT RESEARCH AT IU COLUMBUS.

Applicant Signature: _____ Date: _____

Print Applicant Name: _____ Date: _____

I (THE FACULTY MENTOR) CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE. IF THIS APPLICATION IS APPROVED, I AGREE TO ABIDE BY THE POLICIES, RULES, AND REGULATIONS OF THE UNIVERSITY AND THE OFFICE OF STUDENT RESEARCH AT IU COLUMBUS. I AGREE TO MENTOR THE ABOVE STUDENT.

Faculty Mentor Signature: _____ Date: _____

Print Faculty Mentor Name: _____ Date: _____