

**WSU STUDENT GRANT WARRIORSPEACE APPLICATION INSTRUCTIONS:
UNDERGRADUATE RESEARCH & CREATIVE PROJECT GRANTS**

Effective February 1, 2021, Grants & Sponsored Projects (G&SP) will no longer be accepting student grant applications through the IRBNet application system. Student research and travel grant applications will now be submitted via a WSU WarriorSpace form. For projects that include human or animal subjects, students will need to complete the student grant application in WarriorSpace as well as the [IRBNet](#) or [IACUC](#) protocol in IRBNet (as applicable).

Before submitting your grant request, [review the guidelines](#) for eligibility and the application process along with information on deadlines and what should be included in your application package.

Steps in the student grants application and review process:

1. [Access Form in WarriorSpace and Verify Applicant Information](#)
2. [Complete Project Information Section](#)
3. [Complete Detailed Project Budget](#)
4. [Upload a Proposal Document](#)
5. [Additional Information](#)
6. [Agreements, Submission, Note to Advisors](#)
7. [Notification of Award and Cost Center Assignment](#)
8. [Final Report and Submission of Project End Product\(s\)](#)

1. Access Form in WarriorSpace and Verify Applicant Information

- Go directly to the form using this [link](#) and sign in with your WSU Star ID.
- Alternately, you can search for the form by going to <https://warriorspace.winona.edu/>.
 - Sign in with your WSU Star ID.
 - Select “Forms I Can Submit.”
 - Scroll down and click on “Undergraduate Student Research & Creative Projects Grant.”
- Some of your personal information should auto-fill in the form under “Applicant Information.” Verify that this information is correct.
- Select your Sponsor/Advisor by starting to type their name in the box. When you select the user ID or name, you will see the name and the email will appear below that.

Applicant Information

Name

Warrior ID

Star ID

Email

Major

Sponsor/Advisor

Graduation Term

Earned Undergraduate Credit Hours at time of application 0

Current Term Undergraduate Credit Hours Attempted

2. Complete Project Information Section

- Give your project a title and select the project department from the drop-down menu.
- Enter “Amount Requested” (up to \$600). This will automatically fill in the “Amount Requested” in the “Detailed Project Budget” section.
- Answer the question about previous research/creative project grants. Note that you may only receive one research/creative project grant during your undergraduate academic career.
- Answer “Is this a capstone, senior thesis, or other degree culminating project?” This will not affect the decision of funding for this application.
- Select expected project start and end dates from the calendar tool.

Project Information

Due to current Minnesota State Colleges and Universities restrictions, **research/creative projects involving out-of-state travel will not be funded** until further notification.

Title of Project

Project Department

Total Amount Requested for Project

Have you previously received a research/creative project grant? Yes No

Is this a capstone, senior thesis, or other degree culminating project? Yes No

Expected project start date

Expected project end date

3. Complete Detailed Project Budget

- Enter quantity and price per unit of items for purchase in the provided budget categories (many items will be quantity = 1).
- Provide a brief explanation or description of each item.
- If you need more lines for project items, click “Add Another” to add a line below.
- “Total Project Costs” will auto-fill. The “Amount Requested” must be less than/equal to “Total Project Costs.”
- If “Total Project Costs” are higher than “Amount Requested” and you are seeking funding from another source, please select “Yes” and provide details on those funds as prompted. This will not affect the decision of funding for this application.

^ Detailed Project Budget

- Provide a detailed project budget with quantity, item costs, and explanations for each line item.
- Complete using applicable categories or add “Other” as appropriate.
- [State of Minnesota maximums](#) covering expenses such as mileage, per diems, etc. must be followed
- Up-to-date information is available through the [WSU Business Office](#)

Budget	Qty	\$ / Unit	Total	Explanation
Ground Travel	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Air Fare	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Lodging	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Per Diem	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Registration Fees	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Service Fees	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Software, books	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Office, AV supplies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Lab, art supplies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Printing, copies	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Postage, shipping	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

Add Another

Total Project Costs \$0.00

Amount Requested

Yes
 No

Are you seeking or receiving funding for your project from a source other than this Undergraduate Student Research & Creative Project Grant? (This will not affect the decision of funding for this application)

4. Upload a Proposal Document

- Create a document that contains information about all of the items listed (see bullets in screenshot below).
- Upload the document. Please note: PDF format is preferred by G&SP and the Student Grants Review Committee.

^ Proposal Document

Your application must include one proposal document which includes all of the following:

- Statement of research problem or statement of creative purpose
- Research methodology or creative strategy
- Expected outcomes of project
- Project schedule and expected completion date
- Description of student readiness for proposed project
- Statement of where and how results will be presented
- Bibliography

Please upload your proposal document
(PDF format preferred)

Upload Proposal Document

5. Additional Information

- Enter any information that may be relevant to your proposal. You may leave this blank.
- Examples of relevant information include:
 - protocol numbers or acknowledgement of required IRB or IACUC approval process for research that includes human or animal subjects
 - explanation of why credit hours may appear to be less than the required amount of 60 (such as delayed transfer of credits)

^ Additional Information

Please provide any additional information that may be relevant.
For example, if this project includes human or animal subjects, you will need to gain IRB or IACUC approval before your project will be funded. If you have already completed this step, you may include the protocol number here or acknowledge that you are seeking approval from the IRB or IACUC.

Please provide any additional information that may be relevant

6. Agreements, Submission, Note to Advisors

- Review the “Agreements” statements and click “I Agree” if you do.
- When finished with all required questions, click submit. Your application will then be sent to your advisor, who will be able to upload an “Endorsement Letter” for you. Your advisor will then click “I Agree” to statements pertaining to WSU policies.
- If there is a portion of your application that is unclear or incomplete, your advisor or G&SP may request additional information. You will receive an email with a link to the WarriorSpace form and a new “Additional Information Request – Question” section will appear. You may then update the required sections as directed, input your “Student Answer” and re-submit the form by clicking on “Information Updated.”

^ Agreements

- I understand and will adhere to the policies and guidelines described in [Policy 3-22 and Procedure 3-22a](#).
- I agree to submit an electronic copy of the end product of this project within 10 days of completion to [Grants & Sponsored Projects](#).
- I agree to follow [Winona State](#) and [Minnesota Colleges and Universities](#) COVID-19 travel guidelines and guidelines for working on campus in place during the project period.

I Agree

Submit Cancel Changes

- **Advisors:** Please communicate with your advisee if there are any problems with their application prior to their submission of the WarriorSpace form. Before they fill out the form, the student should discuss their project with you in detail, including their detailed project information, budget, and proposal document components. If something requires clarification or additional information once they submit the form, you can use the “Additional Information Request – Question” section of the form to request clarifications before you endorse their application by clicking “I Agree.”

7. Notification of Award and Cost Center Assignment

- The faculty advisor and student researcher will receive notification of the Committee's decision within 14 days following the application deadline.
- If granted, the award letter will contain information about following the WSU Business Office's guidelines for making purchases or traveling.
- The faculty advisor and student researcher will receive another email notification with the cost center number and reminders about submitting final report items.

8. Final Report and Submission of Project End Product(s)

- The faculty advisor and student will receive a reminder that the final report items are due ten (10) days prior to the project’s expected end date.
- Another reminder will be sent when the final project items are due – ten (10) days after the expected project end date.
- At that time, or sooner, the student is expected to access the submitted WarriorSpace form, either through a reminder email link or by logging in to WarriorSpace (click on “My Submitted Forms” or “My Tasks”).
- The “Final Report” section must include at least one end product: Research Report, Presentation, Poster, and/or other document(s).
- The “Final Report” section must also include a “Project Abstract,” typed into the form (see bulleted list of questions below).
- Once you submit the Final Report, it will be sent to G&SP and your advisor. A copy of the abstract and end product(s) will also be forwarded to Krueger Library for archival purposes in the OpenRiver Digital Repository.

Final Report

Please upload a copy of the project end product(s) below: *(upload all that apply)*

Upload Research Report

Upload Presentation

Upload Poster

Upload Other

Note: A copy of the end product will be forwarded to Krueger Library for archival purposes.

Project Abstract

- What was the purpose of your research?
- What were the planned outcomes?
- What did you do to achieve them?
- What were the actual outcomes?

Please enter your project abstract information here

Co-Investigators Names