Winona State University

WSU Grant Policy for Undergraduate Student Research and Creative Projects

1. PURPOSE:

   Winona State University encourages faculty-sponsored student undergraduate research and creative projects. In support of that objective, the university will provide financial support through student grants to those students chosen in a review process conducted by a sub-committee of the Deans' Council.

2. ELIGIBILITY/LIMITATIONS/REQUIREMENTS:

   a. All applicants must be full-time students who will have completed a minimum of 60 semester hour credits at the time of application.
   b. All applicants must have a faculty member who will sponsor and supervise their research or creative projects.
   c. If the proposed project involves research with human subjects, approval must be secured from the WSU Institutional Review Board (IRB). If the project involves research with animal subjects, approval must be secured from the Institutional Animal Care and Use Committee (IACUC). Proof of approval must be submitted before an award will be made.

3. AWARD AMOUNT:

   The total maximum a student may receive for research / creative projects during his/her academic career at WSU shall be $600. There is a separate application process for travel grants for students who are invited to conferences to present student research and creative presentations. (See WSU Regulation 3-25 for travel support grants.) The total maximum a student may receive for such travel during her/his academic career at WSU shall be $500. A student may receive funding to participate in one research project and to travel to one conference for presenting during his/her academic career.

4. APPLICATION PROCESS:

   The deadlines for applications are:

   - June 8 Decisions made by June 22
   - September 15 Decisions made by September 29
   - December 1 Decisions made by December 15
   - February 1 Decisions made by February 15
   - April 15 Decisions made by April 29.

If a deadline falls on a weekend, the deadline date will be the next business day. Projects may be proposed for completion during the summer provided the student is enrolled at WSU for the subsequent fall term. If the student does not return to WSU for the fall term he or she must repay the project funds expended. An exception will be made for students who graduate at the end of the summer term during which they conduct their research and hence will not enroll in the subsequent fall term. An exception will also be made for students who have graduated and will not enroll in the subsequent fall term provided that the research or creative project they are completing is being conducted as fulfillment of a course requirement.

Each applicant should submit PDF copies of all components of the proposal electronically to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects, which will review proposals for required components and refer complete proposals to a review sub-committee of the Deans' Council. The proposal should include:

a. the application form in Appendix A,
b. student-authored or student team-authored narrative including:
    1) a statement of research problem or creative purpose
    2) research methodology or creative strategy
    3) expected outcomes
    4) project schedule and expected date of completion
    5) student readiness for proposed research / creative project
    6) plan for presentation if applicable
    7) bibliography
c. the budget request form in Appendix B
d. a letter of recommendation from a faculty sponsor that addresses the applicant's qualifications for the proposed research or creative project.

5. ELIGIBLE EXPENDITURES:

Project funds may be spent in the following budget categories:

a. Equipment and supplies
b. Books or software
c. Computing charges
d. Field expenses including travel to collections
e. Postage and telephone
f. Purchased services
g. Printing
h. Project funds cannot be used for student stipends or student help.
i. Travel costs related to conducting research or completing a creative project are allowable. Travel in response to an invitation to present project outcomes at a conference is not covered under this grant. See WSU Regulation 3-25 for travel support grants for student research and creative presentations

Equipment, supplies, books and software purchased with funds awarded through this program become the property of the sponsoring department.

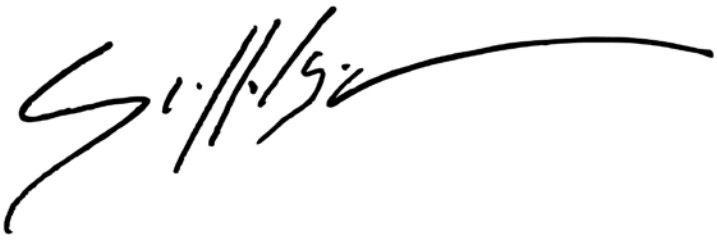
6. FINAL REPORTS:

Within 10 business days of completion of the project the student and faculty member shall submit a suitable end product in electronic format to the Office of the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects. The end product should be appropriate to the standards of the discipline and the scholarship consistent with that expected of a college graduate.

Copies of the end product will be forwarded to the library for archival purposes. It is part of the faculty sponsor's responsibilities to see that all final reports are submitted in a timely manner.

This WSU Regulation supersedes WSU Regulation 3-22, dated 3/25/09.

AUTHENTICATED BY:



Scott R. Olson
President

May 20, 2013
Date of Adoption

Authoritative References:
- MnSCU Policy 1C.2, Fraudulent or Other Dishonest Acts
- MnSCU Policy 5.19, Travel Management
- MnSCU Procedure 5.19.3, Travel Management
- WSU Regulation Number 2-2, Travel Request Procedures
- President

Initial Date of Adoption: 11/6/95

Date of Revisions: 7/1/07, 3/25/09, 5/20/13

LIST OF ATTACHMENTS
- Appendix A and B – WSU Grant Application: Student Research and Creative Project and Budget Request Form