**College of Health & Human Services**

**Student Research Scholarship Awards**

**2012 / 2013 Program Information**

**Objective**

Supports the general development, expansion or enhancement of student research and creative activity in the College of Health and Human Services. Funds are focused on research contributions that increase academic, intellectual, and scholarly activity as well as discovery, integration, application, and teaching. These funds target all disciplines.

**Eligibility**

Registered students in the College of Health and Human Services who are involved in research projects or creative activities are invited to apply. More than one student may be involved in a single project, but only one proposal may be submitted for that project. The student who submits the proposal will be the project manager. A faculty member must confirm the validity of the project.

**Availability and Duration of Funds**

A student may apply for a maximum of $500 per project per academic year to carry out activities directly associated with the project. If the project is being conducted by more than one student, only one student may apply for funds on the project. If additional monies are needed to complete the project, students are encouraged to seek funding through additional sources, (attached). In addition to the monies requested to conduct the project, a student may apply for $250 per project per academic year to assist with travel associated with presenting findings of their research at a conference. Funds are available for a period of 12 months and requests for reimbursement must be submitted no later than 30 days prior to the end of the project, or the student’s graduation (whichever comes sooner). If CHHS funding is limited, preference may be given to applicants that have received no funding within the last 12 months.

**Deadlines for Submission**

CHHS Student Research Scholarship applications have two deadlines for submissions. All applications must first be submitted through email to the applicant’s **faculty advisor**, who then emails the application to Dr. Scott Lyons (*scott.lyons@wku.edu*) by 4:30 P.M., Friday, September 28, 2012 or 4:30 P.M., Friday February 22, 2013.

**Budget Information**

Budgets will be presented in general categories and require detailed explanation. Although the College of Health and Human Services intends to support student research activities, it reserves the right to alter the amount depending on the number of proposals received and funds available. Indicate cost sharing in the budget where appropriate. *Priority will be given to ongoing student research verses travel costs.*

Allowable Costs (Maximum of $750 per project; $500 for the research activity and $250 for travel to present at a conference).

* Equipment
* Project supplies and materials
* Research costs
* Special materials, books that cannot be obtained through interlibrary loans, necessary copy paper, stationary, supplies, and cost of copying
* Participant Support/Incentives
* Travel essential to conduct the project
* Travel to a professional conference to present results of the project (Maximum of $250 per project)

Unallowable Costs

* Reimbursement for expenses incurred prior to approval of internal proposal
* Salary or reimbursement to researcher
* Costs normally available through departmental budget
* Costs not part of the internal grant activities
* Typing a manuscript for publication

**Application Procedure**

Develop a three page (Arial 11 point) proposal narrative that provides:

1. *Project Title*
2. *Introduction*

* A brief discussion of the background and significance of the proposed idea, including its relation to the present state of knowledge in the field.

1. *Objectives*

* A description of the purpose of the project and project objectives or research question(s) to be addressed.

1. *Methods & Procedures*

* A reasonably detailed description of procedures to clarify research to a non-specialist.
  + A discussion of research design, setting, sample, data collection tools, procedures, and analysis.
* If human subjects approval is needed, this must be included in the project description and timeline. Funds will not be released until documentation of approval is received.
* A project timeline.

1. *Outcomes*

* Anticipated outcomes of the project.

1. *Budget and References* (not included in the narrative page limitation)

* A detailed budget and budget justification for total project costs. Though you may request funds from multiple sources for different parts of a single project, you may not request or receive funds for the same activity from multiple sources.
* Attach references to the end of the proposal narrative.

Collate the proposal into a single Word Document file, including the application form, budget form, application checklist, and proposal narrative. All applications must first be submitted through email to the applicant’s **faculty advisor**, and then emailed to Dr. Scott Lyons (*scott.lyons@wku.edu*) by 4:30 P.M., Friday, September 28, 2012 or 4:30 P.M., Friday February 22, 2013.

All completed and eligible applications will be forwarded to the CHHS Research & Grants Committee for their review. Faculty Research Scholarship Awardees will be announced prior to the end of the Fall 2012 and Spring 2013 semesters.

**CHHS Research Scholarship Evaluation Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Heading | Possible Points | Score | Comments |
| Introduction   * Places the proposed project within the field. * Significance of the study | 4  2 |  |  |
| Objectives   * Purpose of the study is stated * Lists project objectives, research questions and or hypotheses | 1  1 |  |  |
| Methods & Procedures  Each of the following are described:   * research design * setting * anticipated sample size and recruitment procedures * data collection tools * data collection procedures * proposed methods to analyze the data | 1  1  2  2  2  1 |  |  |
| Addressed the protection of human subjects (if applicable) | 1 |  |  |
| Timeline is appropriate | 1 |  |  |
| Anticipated outcomes are described | 2 |  |  |
| Budget   * costs are appropriate * if applicable, listed other sources of funding to cover total costs of project * no addition errors | 1  1  1 |  |  |
| Included important references | 1 |  |  |
| Total possible points | 25 |  |  |

**College of Health & Human Services**

**Student Research Scholarship Awards**

**Application Form**

**Date:**

**Full Name:**

**Name Preferred:**

**E-mail:  
Address:**

**Home/Mobile Telephone:**

**Student Classification:**

**Department:**

**Faculty Research Advisor:**

**E-mail:**

**Office Telephone:**

**Department:**

**Proposal Title** (not exceeding 50 characters)**:**

**Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Checklist For Reviewers**

\_\_\_\_\_ CHHS Student Research Application Form has been completed.

\_\_\_\_\_ Budget Form has been completed.

\_\_\_\_\_ Length of Proposal Narrative does not exceed three pages. (Sections 1-5)

\_\_\_\_\_ Application e-mailed to faculty advisor

\_\_\_\_\_ Faculty Advisor email to Dr. Lyons Friday, September 28, 2012 or Friday February 22, 2013.

**College of Health & Human Services**

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**Budget Form**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | AMOUNT |  | EXPLANATION |
| A. Materials |  |  |  |
| 1. Office Supplies |  |  |  |
| 2. Classroom Supplies |  |  |  |
| 3. Laboratory Supplies |  |  |  |
| 4. Other |  |  |  |
| Total Materials |  |  |  |
| B. Travel |  |  |  |
| 1. Travel Vital to Project |  |  |  |
| 2. Travel to Present Results |  |  |  |
| Total Travel |  |  |  |
| C. Equipment (specify) |  |  |  |
| D. Participant Costs, Incentives (specify) |  |  |  |
| E. Total Costs |  |  |  |
|  |  |  |  |
| F. Total Advanced through other funds, i.e. Department charge card |  |  |  |
|  |  |  |  |
| Outstanding Costs |  |  |  |
|  |  |  |  |
| Monies requested through Department (other than Pro card charges) |  |  |  |
| Monies requested through other sources, i.e. Grad Studies, WKU, External sources, (other than Pro card charges) |  |  |  |
| Balance of costs due student |  |  |  |

1. **Graduate Student Research Grants**

<http://www.wku.edu/graduate/index.php?page=graduate-student-research>

The Graduate Studies offers up to $750 for students conducting research. This amount can be used for all aspects of conducting research like, purchasing supplies, travel, payment for subject participants, equipments, and cost of interlibrary loans.

1. **Graduate Student Conference & Research Travel**

<http://www.wku.edu/graduate/index.php?page=graduate-student-conference-research-travel>

Travel funds are available for graduate students in order to attend a conference or travel in support of a research. The funds are available on a competitive basis.

1. **Student Government Association (SGA) Scholar Development Grant**

[*www.wku.edu/sga*](http://www.wku.edu/sga)

These $250 grants help offset expenses for conducting academic research, such as purchasing supplies to support academic endeavors, and for travel to professional conferences to present academic research. All WKU students are encouraged to apply. Students may apply multiple times throughout the year; however, the maximum grant award is $500 per student per academic year. Applications may be picked up in the SGA office in Downing University Center 130.

1. **Departmental Support**

[*www.wku.edu/Info/FinAid/depart.htm*](http://www.wku.edu/Info/FinAid/depart.htm)

Many departments offer scholarships or are willing to provide financial assistance to students working on creative or research based projects. Even if you do not find a scholarship listed at the web link above, ask your project advisor and department head about available funding. Additionally, some of the academic colleges on campus have discretionary research funds. Check with your project advisor and/or department head about approaching the Dean of your college.

1. **Honors College’s Honors Development Grant (HDG)**

[*www.wku.edu/honors*](http://www.wku.edu/honors)

Awards up to $500 are available to offset the costs associated with traveling to professional conferences to present academic papers, conducting academic research, and purchasing supplies to support academic endeavors. Students who plan on using HDG funds to complete a Capstone Experience/Thesis

(CE/T) project may be considered for a CE/T Excellence Grant. CE/T Excellence Grant recipients are eligible for up to $1,500 in funds. Students should consult the Honors College website for

detailed instructions and important deadlines. These awards are available only to students in the Honors College.

1. **Office of Scholar Development**

[*www.wku.edu/osd*](http://www.wku.edu/osd)

The OSD supports students throughout the process of identifying and applying for grants, scholarships, internships, and a variety of post-graduation opportunities. Staff members will work with individual students to write competitive applications and proposals.

1. **Outside Support**

• Professional organizations in your field (start by asking your project advisor)

• Field-specific honors societies (start by asking your project advisor)

• General honors societies (contact the Honors College for more information)