

Honors Capstone Project Grant Application Guidelines

Description of Grants: The Honors Program will award grants of up to \$1000 through a competitive application process to support Honors students' capstone research, creative, and service-learning projects.

Eligibility: Applicants must be juniors or seniors in good standing in the Honors Program.

- Students must have a minimum 3.25 QPA overall and in their Honors courses
- Students must have fulfilled the Honors Program's participation requirement

Eligible Expenses: All academically necessary costs related to the execution and presentation of the Honors capstone project, including, but not limited to:

- Laboratory equipment or supplies
- Computer software, hardware, or time
- Art equipment or supplies
- Books or published materials not available through the library
- Photocopying
- Travel related to data collection or field work
- Printing of research posters
- Travel to professional meetings to present capstone project

Grants may not be used to pay faculty or students for their assistance with the project.

Application Requirements: Submit the originals and three copies of the following documents to the Honors Program office. Forms with an * are available on the Honors Program website.

- Honors Capstone Project Grant Application*
- Honors Capstone Independent Project Proposal*
- Honors Capstone Project Itemized Budget*
- Academic transcript (unofficial copies of transcripts are acceptable)
- Letter of recommendation from the faculty advisor for the project

Application Deadlines

- November 1 for projects beginning in the spring semester
- April 1 for projects beginning in the summer and fall semester

If the deadline falls on a weekend, applications will be due on the following Monday.

Selection Process and Criteria: The Honors Program Advisory Board's Capstone Grants Committee will review applications and select the grant recipients. Awards will be made on a competitive basis, and selection will be based on the following criteria:

- Strength of academic record
- Progress toward completion of University Honors Program curricular requirements

- Quality of the grant proposal and the Honors capstone research to be funded
- Justifiable budget
- Number of qualified grant applications received

Award amounts will vary, and the Honors Capstone Grants Committee reserves the right to fund proposals at less than the amount requested. The grant committee will notify students regarding the status of their applications approximately three weeks after the application deadline.

Responsibilities of Grant Recipients

- Present results of Honors capstone project at the Honors Symposium
- Submit one copy of the completed project to the Honors Program office
- Submit a final budget report, including receipts, to the Honors Program office.
The budget report must be submitted before the final project will be approved.

For More Information: If you have any questions regarding the grants or application process, please contact Dr. Kim Klein, Director, Honors Program, at kmklei@ship.edu or 477-1604. To assist in the preparation of grant proposals, the Honors Program will host a grant-writing workshop at the beginning of each semester. Prospective applicants are strongly encouraged to attend the workshop or meet with Dr. Klein to discuss their grant application.