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 an electronic copy of the following documents to the Honors Program secretary. Forms with an * are available on the Honors Program Web site.
- Honors Capstone Project Grant Application*
- Honors Capstone Independent Project Proposal (only if you have not already submitted your proposal)*
- Itemized budget
- 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.
Honors Capstone Project Grant Reimbursement Request

Student’s Name ________________________________
E-mail _______________________________________
Address ______________________________________

Title of Honors Capstone Project ________________________________
Amount of Honors Capstone Grant Award ________________________________

Each student may claim only his/her expenses. Expenses must be documented on the table below with all receipts attached to this form in order for the reimbursement to be approved. Please submit this form and receipts to the Honors Program office. If you have any questions, please contact Cindy Poe at cmpoe@ship.edu or Dr. Kim Klein at kmklei@ship.edu.

Note: If you incurred any travel expenses, please apply for the reimbursement of those expenses using the “Travel Reimbursement Form.”

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TOTAL

I certify that the statements and expenses claimed are accurate and reasonable, and that I will not accept reimbursement of any of these expenses from any other source.

_________________________  _______________________
Signature                      Date