

**College of Nursing & Health Sciences
Dean's Office
Student Academic Research Funds**

(revised as of 10/15/2023)

Purpose:

The purpose of the CNHS Student Academic Research Fund is to provide support for undergraduate and graduate students who conduct research projects, present at academic research conferences, or pursue other research-oriented academic interests.

Eligibility:

Currently matriculated undergraduate and graduate students carrying out a research project or submitting an abstract to present research at a professional conference may apply for Student Academic Research Funds.

The student has sought assistance from their home department or program, or from other university resources available to students engaged in research. If funds have been previously awarded by the program, department, or university, the student must show need in excess of these funds.

When attending a professional conference, the student must apply for a scholarship or registration fee waiver from the professional organization sponsoring the conference, if available.

Students may request up to \$500 annually. Such requests must be accompanied by a letter of support from their research mentor and signed endorsement of their budget by their program director or department chair.

Priority will be given to those students presenting their research at a national or international conference.

Fund Availability:

Annually funds are set aside for the purpose of supporting student research, availability may vary from year to year. Students should be aware that receiving funds may have implications for their financial aid. Nothing in this policy obligates the Dean to make funds available to applicants.

Applications will be accepted beginning September 1 of each academic year and reviewed on a rolling basis.

Research Funds CAN be used for:

- Conferences, seminars, workshops, and other academic events related to the student's research, including:
 - Conference fees
 - Research/conference travel, including airfare and lodging
- Research & fieldwork supplies
 - Participant compensation
 - Testing materials

Funds may NOT be used for:

- Alcoholic beverages
- Food, T-Shirts, Gifts, or any “hand-outs”
- Gasoline costs for travel purposes

Whenever possible, the student should work with their research mentor ahead of time to use the department's or faculty member's purchase card when paying for approved expenses.

- If not possible, the student must complete the payment process with appropriate receipts in collaboration with the administrative assistant serving the student's home program.
- Submit all receipts (and/or final invoices if requested) within two weeks of the expense.

Student Follow-Up

- All students receiving funding will be required to present their research at the College's Zeigler Research Forum

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Applications should be submitted online to the CNHS Research Committee

STUDENT NAME: _____ DATE: _____

DESCRIPTION OF REQUEST: (300 words or less)

LETTER FROM RESEARCH MENTOR: _____ YES _____ NO

PLEASE OUTLINE THE BUDGET YOU ARE REQUESTING BELOW: (please include any other funding sources you have received to facilitate your participation)

Airfare _____

Lodging _____

Conference Registration _____

TOTAL: _____

OR

Research supplies _____

Compensation for research participants _____

Testing materials _____

TOTAL: _____

Support from Department/Program: _____

Support from other sources: _____

TOTAL REQUESTED FROM THE DEAN'S OFFICE: _____

Approval of budget by Academic Program Director or Department Chair

Name _____

Signature _____ Date _____