

UNIVERSITY HONORS PROGRAM INTERDISCIPLINARY/COLLABORATIVE GRANT GUIDELINES

Objective

These grants aim to promote interdisciplinary education and collaborative research at Chapman University. Funds are awarded for the direct support of specific interdisciplinary scholarly/creative projects in which faculty and students collaborate.

- Faculty grants fund the project of a faculty who will select students with whom to work on said project.
- Student grants fund the project of a student who will select faculty with whom to work on said project.

Award

Funds may be used for a number of purposes, including, but not limited to, the following:

- The purchase of equipment, materials, or supplies essential to the project.
- Expenses directly related to the project, such as publication costs, license fees, copyright privileges, editing, bio-hazardous waste removal, test subject remuneration, etc.
- Travel expenses directly related to the project, such as meeting with a collaborator, working at a specific archive, collecting field data, etc. The need for travel must be specific, with clear, substantive outcomes.
- Student awards – students can be given an allowance so that they may devote their time to a creative/scholarly project.

Award money may not be used for personal faculty stipends, commuting costs, classroom/instructional activities, or computers. If requested resources are currently available on campus, a rationale must be given as to why these resources are insufficient.

Eligibility

- All faculty members who teach in the Honors Program may apply for Honors Scholarly/Creative Grants and/or Honors Travel Grants.
- All Honors students are eligible to apply for Honors Scholarly/Creative Grants and/or Honors Travel Grants, unless they are on probation in the Honors Program.

Deadline

All materials must be submitted electronically to Ashley Cosgrove in the University Honors Program between June 1st and February 15th of the academic year to which grants apply. However, early applications for grants in the following academic year can be submitted from April 1st through May 31st. Send materials to honors@chapman.edu. Decisions on awards will be made in a timely manner.

Application

Applications must include the following:

- A grant application cover sheet, including a detailed budget.
- A project proposal outlining the objectives, significance, and schedule of the project (250 to 500 words).

Project proposals must specify a completion date. All projects must be completed within the academic year for which the grant is awarded (June 1st to May 31st).

Selection

Completed “University Honors Program Interdisciplinary/Collaborative Grants” will be evaluated by the Honors Advisory Board in accordance with, but not limited to, the following criteria

- The quality, clarity, and merit of the proposal and the proposed objectives.
- The aptness, rigor and coherence of the methodology and creative process to be used.
- The necessity of funding to the success of each step of the project.
- The contribution of the project to the applicant’s experience and practice of academic interdisciplinarity.
- The contribution of the project to the applicant’s development as a scholar/artist.

The probability of achieving the objectives by the date of project completion.

Deadline for Use of Grant

The project, as outlined in the proposal, must be completed by May 31st of the academic year for which it is awarded. All funds must be spent by May 31st. In other words, any equipment or supplies ordered must be received and any planned travel must occur prior to that date.

Change in Funded Proposal

If the nature of a funded proposal changes, the recipient must submit a change of use request to the Honors Advisory Board specifying and justifying the changes.

Report on Use

Each grant recipient must provide a summary of what was accomplished with the support of the award, using either the “Report on Use of Student Award” or the “Report on Use of Faculty Award” under “Honors Grants” on the Honors webpage. The summary is due by May 31st of the academic year in which the grant was awarded and must address the extent to which project objectives were achieved. Each recipient must also provide a brief and clear statement of expenditures.

Grant recipients may be asked to present results at the annual University Honors Program Conference held on the first Saturday of May and/or publish them in the University Honors Program online journal *Sapere Aude*.